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ABSTRACT

Topics of discussion during the program portion of this meeting are: "Research Library Security Problems," "Security Measures at the University of Washington Libraries," "Research Libraries and Machine-Readable Information," "Opportunities for Minority Groups in Research Libraries," and "The Berkeley Program for Minority Opportunity in the Library." Reports of various committees of the Association of Research Libraries (ARL) are included as appendices. (Minutes of other ARL meetings are ED 067115 and LI 004 505, 004 507 through 004 512.) (SJ)

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Minutes of the Seventy-Sixth Meeting

June 27, 1970
Detroit, Michigan

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Myles Slatin.....State University of New York at Buffalo Library
Kenneth Allen.....University of Washington Library (Seattle)
Robert Hayes.....University of California (Los Angeles)
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Frank Cylke.....Federal Library Committee
Henry Dubester.....National Science Foundation
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National Agricultural Library

National Library of Medicine

University of Pennsylvania Libraries

Purdue University Library

University of Southern California Library

Southern Illinois University Library

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ASSOCIATION OF RESEARCH LIBRARIES

Minutes of the 76th Meeting

Detroit, Michigan

June 27, 1970

-

Warren J. Haas, Presiding

-

The Seventy-sixth Meeting of the Association of Research Libraries was held in the Woodward Room of the Sheraton-Cadillac Hotel, Detroit, Michigan, on June 27, 1970.

The meeting was called to order at 9:30 a.m. by President Warren J. Haas.

Mr. Haas opened the meeting by introducing the new and alternate representatives of member institutions and the guests of the Association who were in attendance. After he reviewed the program for the day, Mr. Haas introduced Mr. Slatin, Director of Libraries at the State University of New York at Buffalo. He presented the first of two talks on research library security problems.

Research Library Security Problems

Mr. Slatin: I am going to review events of the past year at Buffalo in the belief that they are not necessarily unique, and that some of the problems Buffalo has faced are problems that we all either have faced or will face.

Let me start with a description of our administrative peculiarities. During the past year we have had an acting president. Our campus security force is very small; it is under the jurisdiction of the vice president for operations and systems and is essentially inadequate. When violence threatens or occurs, we rely on the city police, and the question is whom they protect us from. At times they have protected us from themselves: police have been seen clubbing other police to restrain them.

We have no campus fire department or fire marshal; for fire protection and for supplementary police protection, we must rely on the City of Buffalo for the main part of our campus. Other parts of our campus are in the Town of Amherst, a separate jurisdiction. At times, we have been visited by the sheriff of Erie County and his deputies. (The sheriff is a man who believes that the source of all crime in Erie County is the University, because all of us take drugs in one form or another. Aspirin has been the principal drug this year.)

During the past academic year our university has been subject to a not uncommon series of events: demonstrations by students, faculty and police; physical violence against persons; the occupation of buildings; bomb threats; false alarms; the setting of fires; fire bombings; the throwing of rocks at people and buildings; the destruction of office files; the theft or destruction of equipment; the disruption of classes by, among other things, pouring ammonia on the floor; intimidation of persons, including staff; the use of tear gas and the discharge of firearms in police action; and occupation by police from three jurisdictions.

For the university libraries, this "mode of discourse" had the following effects: In the first semester our Health Sciences Library was peacefully occupied by a group of students demanding longer hours. The head of the Medical Library promptly joined the demonstration, and library hours were extended. End of problem.

In February, during a night of some considerable tension on campus, three fire bombs (bottles filled with a flammable substance) were concealed under books in the stacks and set off. Our first knowledge of their presence was smoke and flame. Only two of them actually went off, and only one did any real damage; it destroyed about 500 books in Spanish language and literature, an act which intensified the paranoia of our Puerto Rican students who were only partially mollified when they discovered that they were mainland books. The heat was intense enough to melt the shelving. Fortunately, although it was after 11:00 p.m., there was a student working in the stacks when the bombs exploded. He grabbed an extinguisher and began putting out the fire while he yelled for help.

In the next hour, four more fire bombs were thrown into the library. One was preceded by a two-by-four thrown through a window to clear a path. This bomb did not explode. One bomb was hurled against a second-story window in the main building; luckily, the glass, although it broke, was thick enough to stop it, and the bomb burned outside the building. Two other bombs were thrown through a door we had opened to assist in clearing the building of smoke from the first fire in the stacks. Only one of them exploded; it came within a foot of spreading burning gasoline over one of the staff members working in the library to protect the building. His cries of alarm frightened off the bomb thrower, who left us a gift of a shopping bag with three fire bombs inside it.

The only other damage to the library came in May after Cambodia and Kent State. Members of the library administration were on the third floor of Lockwood Library observing the battle between police and students swirling in the arena between the library and the student union and transmitting reports to the university's war room in which I was stationed. One staff member lighted a cigarette. The police saw the flare of the match, and the campus police, our defenders, promptly proclaimed the presence of a sniper. City police just as promptly invaded the building, breaking the glass in the front door in their eagerness. With some difficulty, they were restrained from arresting the staff member.

During all of this, at the request of the university, the library maintained normal hours. This meant that the library was one of the few buildings open on campus, and it became a sanctuary for students.

It is perhaps worth remarking that the only library building attacked was the main building. On the main campus of the university we have three other large libraries: The Science and Engineering Library, the Health Sciences Library, and the Reserve Library. None of these was attacked in any way.

I point out these not particularly horrible events to explain the emphasis on the protection of the physical assets of the library and its staff in a wide range of contingencies. These episodes caused us to open our eyes and look around with a new vision.

Lockwood Library was built in 1932. Its annex, the large Butler building, was erected in 1966. Lockwood and its annex have no fire detection or extinguishing system. We have fire extinguishers, but no automatic system. Our fire extinguishers are relatively scarce. Their locations are posted. Some of them are filled with water, others with CO_2. There are only two telephones in the stacks. Although there are cleaning personnel in the building while it is officially closed, they do not regularly go into the stacks, and they would of necessity give a late alarm in case of fire.

Lockwood has no emergency lighting system in case of power failure (although the annex has). It has no public address system, which means that staff must be sent through the stacks to clear them. We have recently bought bullhorns, which are of some help. None of the exits in the main building has fire locks, although we had been trying for a year to get locks installed. We have no first aid equipment.

There is strong wire mesh over the ground floor windows in the Lockwood building, none in the annex. The rare book vault has two windows on the same level as a window broken by a fire bomb in February. None of our window glass is bulletproof or unbreakable.

We have taken some precautionary measures, but there are some measures that we are reluctant to take. We are reluctant to search people entering the library, although we did so for a short period after the February fire. We are reluctant to install a closed-circuit television surveillance system in the stacks, the only way I know to be sure of picking up people who might be concealing bombs in the shelving. We are reluctant to abandon the open stack system.

Precautions are expensive, though not as expensive as the cost of not taking them. Book-form catalogs produced from microfilm would not cost much more than it would cost to reconstruct four to five drawers of the dictionary catalog, and the availability of book-form catalogs might mean that we could restrict access to the card catalog.

An automatic heat or smoke detection system connected to the university and city fire alarm systems would provide 24-hour protection at an installation cost far below the annual cost of night watchmen and stack patrols.

I suspect that campus violence and disruption have become a permanent condition for large campuses and that we'll have to learn to live, if not necessarily in a state of war, then in a state of readiness for war.

Even if "permanent" means only the next three or four years, we must acknowledge our vulnerability and take wise action to decrease it. Some of that action we can and are taking individually, but we must help each other as much as we can. Some of the solutions we arrive at, some of the precautions we take, may be useful guides to others.

My greatest difficulty at the beginning of last year was convincing the staff of the library that the threat of physical attack was real. The librarians considered the library to be a sacred object which surely no one would profane although they complained daily about its profanation by theft and mischief. They would not accept my explanation of possible dangers. Even though they complied with my request for changes in the scheduling of work hours, it was not until after the February fire bombing that they were wholehearted in their acknowledgement of danger. I no longer have trouble convincing them. I still have some trouble convincing other parts of the university that prompt action is necessary, and that a year is too long to wait to install protective devices.

I think I need some help, and would like it to take the following forms.

First, it would help if there were a newsletter of some sort, some central source of information, perhaps coming from the ARL, which would circulate regularly and promptly to us news of attacks on research libraries and the forms they take. Our campus radicals clearly learn from each other; they test on one campus the devices to be used on another. I think we ought to learn from each other, too.

Such a newsletter might help us to think of protective measures we might not be ingenious enough to think of ourselves. It would certainly let us know what forms of attack are fashionable, and its circulation to the administration might help to create a more receptive climate for proposals for protection than is encountered now. Ultimately, such a newsletter might provide a set of case studies which would be very useful to us as we plan new buildings and seek to protect the old.

The suggested newsletter might serve the purpose of a consultant, that is, a man from outside the institution who advises the president that the things the people inside the institution have been telling him all along are right. That's always a useful device.

Second, I believe it would be useful if the ARL board would ask Dr. McCarthy to write the presidents of member universities to remind them of both how precious and how frail the libraries are, in a way which will support requests of library directors for the installation of protective devices, in old as well as in new buildings, and for special security precautions.

I believe, too, that I need some technical assistance, a kind of consumer's guide to different kinds of protection and detection systems, evaluations of plastic as a replacement for glass, the best kinds of fire extinguishers and similar things.

It would help, too, if the ARL, perhaps with the ALA, would draw up some guidelines and suggestions for minimal ways of protecting our people and our property. I think we need to circulate written battle plans for libraries and for campuses.

We had some very elaborate battle plans from the university; they worked when they were used, and didn't work when they weren't. We should explore the possibility of creating a model plan and a model set of precautions. I hasten to say that I don't believe that any general plan will cover every contingency on every campus any more than LC cataloging seems to, but such a plan might help.

We probably need some collective advice to ourselves about training programs for staff members, and assignment of staff members to duty. Among other things, we need to know what to do until the doctor comes. When the library was open we had two instances of students with head wounds who came in because it was the nearest building. There are some legal problems which arise from the rendering of first aid in such situations if it should result in worsening the injury. We also need to know whether or not the library staff should assume the duties of firemen, and what training the staff should get if they assume such duties.

Some of us, who have no trained book restorer on our staff, also could use some basic guidelines to help members of the staff decide when a book is salvageable and when it is not.

I think the most urgent need at this point is for the regular exchange of information about the danger to our libraries. All I have to guide me in predicting the future is the past, and, by extrapolation, I must predict that there will be more disruption next year than there was last year, and

that the level of violence will intensify.

Even if I didn't believe that, it would be unwise not to act as if I did, and it would help to have the assistance of the ARL in drawing battle plans. I believe the ARL should establish a small committee on the protection of library resources and that this committee should be asked to submit to the membership by September a preliminary model battle plan and preliminary definitions of what minimal precautions should be taken. I think that committee should also establish the newsletter.

* * * * *

Mr. Haas: Kenneth Allen is the Associate Librarian, University of Washington, Seattle. He will carry on this discussion.

Security Measures at the University of Washington Libraries*

Mr. Allen: I don't claim to be an expert, nor does the University of Washington claim to have expertise in library security. Nevertheless, without going into a discussion of the historical right of students to dissent or the political, economic or social reasons for student unrest, I will try to give you the benefit of what we accomplished in a very short period of time.

You know the academic libraries today are being accused of many things, including a lack of responsiveness and an inability to relate to the new life style of students, but I begin with the basic premise that as a cultural institution the library is worth preservation. I also start with the premise that in purely economic terms the physical plant and the investment in books and in buildings are also worth preservation.

If you will notice, I emphasize both the cultural and the material values. The cultural value appeals to certain segments in the academic community, while the dollar value appeals to others. Particularly when you're dealing with security forces and the vice president for business and finance, you need to talk about the preservation of the physical plant and preservation of the book stock.

In the University of Washington we made a very affirmative decision to develop a library security system, and we developed it before any demonstrations occurred on the campus. On reflection, some of our measures may seem a little bit James Bondish, but we believe they have been successful.

*[The text of the official order for security procedures in the University of Washington Libraries appears in these Minutes as Appendix A.]

With the exception of two short emergency closures of the main library, the taking and holding of two branch libraries for ten or fifteen minutes, and a "book-in" costing about $1200 for reshelving, we have had little or no direct damage to the library. Whether or not this is a result of our action or the combined action of the library and the security forces, we at this point have been unable to assess.

The greatest problem, it seems to me, in initially devising a security system is a psychological one, which stems from the fact that, as librarians, we have great difficulty in accepting the reality that the library can become the target of arson, willful destruction and disruption. Only when this naive attitude is overcome can we get on with the job at hand, and get on with it we must. Predictions are that student demands will be more adamant and reactions more violent in the coming academic year.

The following is a program of measures to preclude disaster, based on what we did at Washington.

The first thing is to analyze the library's position in the academic community, by determining the degree of its success in meeting the demands of students and faculty. I think the library's position in that community will, in large part, determine the stringency of the measures that have to be taken in setting up a library security system.

The second important point is to analyze the physical relationship of the library to other buildings on the campus. What is its relationship to the administration building? The administration building is generally a target of attack and, if it's close to the library, the library may become a secondary target.

Is the library close to student gathering places? Is it close to a quadrangle? Is it close to large meeting places where students gather for action, discussion or demonstration? Particularly, is it close to ROTC buildings where classified research is taking place? It is necessary to assess carefully the physical relationship of the library to these other buildings because, if it lies directly in their path, it quite frequently does become a target of opportunity.

The vulnerability of the library is another important aspect of the program. When the administration building, ROTC buildings and the applied physics building are adequately defended, then the library becomes an undefended target and, under certain conditions, is picked as a target by frustrated students.

Security then is part psychological, part physical, part inventory and, in large part, attitude. The following topics deserve consideration.

Advance preparation. Advance preparation is in essence stocktaking; it's an inventory of the present physical situation. It's surprising the simple security measures that libraries do not take: proper locking of doors, proper fire exits, proper routing, emergency lighting, etc. Has the catalog been microfilmed, for example? Have acoustical protective devices been secured and installed?

Fire extinguishers. Normal procedure dictates the use of certain types of fire extinguishers to extinguish certain types of fires. Fire extinguishers must be sufficient in number and appropriately located.

Book drops. Particular attention should be given to book drops. Devise a way to lock them and lock them very rapidly, because most book drops lead deep into the library. They provide easy access for incendiary devices.

External communications apparatus. It seems to me that this is the keystone of the whole protection system. From the outset, it is necessary to develop close working communications with the university administration. There should be one point of contact, one voice speaking for the university administration. Otherwise, confusion in orders and confusion in relaying information and instructions will result. It is absolutely mandatory that communication links be established with the campus security staff. You should clearly understand the authority and the responsibility of this unit, and they should clearly understand your authority and your responsibility.

Who speaks and acts for the library? The library will need a designated security director, someone known not only to the library staff but also to the university administration, who has complete authority to order closure if conditions warrant, to deploy security forces, and to order reopening as soon as conditions are right. It should be recognized that the director at this particular time plays an extremely important role as a kind of a father image, and his visibility is extremely important.

The internal communications network. A horizontal communications network must be established. The internal public address system needs to be under the control of the library administration at all times in order to issue orders to evacuate, to close and to reopen the building. We use walkie-talkies to communicate with the security forces. We use messengers, who have been assigned a specific function, in case we escalate to a certain security level.

Staff information network. A staff information network is absolutely essential. We set up conference call procedures, with division heads and with other key library personnel, so that they can be contacted by making just one telephone call. Regularly, at 11:30 a.m., we have a conference call; we try to determine the situation outside and inside the library, and then determine whether or not the division heads and the administrative staff can have a nice leisurely lunch or whether they need to stay in the library. These communications procedures need to be planned and tested well in advance of any actual confrontation.

In the communications system, we designated one of our branch libraries as a secondary communications center to relay messages to other branches in other parts of the system in order not to jam the telephones in the main office. We keep the various segments of the library system informed about what is happening elsewhere in the system and elsewhere on the campus, and we keep the library security phones open for communications with campus security forces, with the administration and for emergency use. The secondary communications center is ideally located some distance away from the center of the action, as it were. We use the Health Sciences Library because it is affiliated with a hospital, which probably would not be

attacked.

By using this secondary system, we can contact all eighteen branches in the system within three to five minutes. The Health Sciences Library has several telephones, and by simply dividing the branches among four or five staff members, we can contact quickly every branch library in the system.

Instructions to the staff. Instructions must be given to all staff members indicating what they are to do and how they are to act in the event there are threats to the staff, collections or buildings, and how they are to go about putting into effect procedures for evacuating library users only. Leaving the library staff in the building is a procedure that you probably will want to consider. Another procedure is to evacuate both the staff and the users.

The staff needs to be instructed in how to report various types of emergency conditions, and to whom they should be reported. They also need some specific instructions for protecting themselves and library property.

The general surveillance level of the staff must be raised during times of tension by upgrading the normal security precautions regarding the locking of desks, files, cash registers and so forth. This is just good, common sense. If some trouble is anticipated, the staff should be notified that such and such is taking place and, therefore, they should be particularly alert.

We gave a lot of responsibility to the head of the Catalog Division, the head of the Reference Division and other division heads. We asked them to display fire extinguisher location charts and to develop individual emergency evacuation procedures. We used the administration office as a kind of a checking or screening point for these procedures, which worked out quite well.

The staff needs to be educated along certain lines. For example, have the campus fire marshal instruct key members of the staff in the use of fire extinguishers. Bring him in the library and show him what your problems are. Generally, you will find him quite willing to talk about kinds of fires and what should be done under certain conditions.

Have the security division instruct the staff in how to conduct itself during a confrontation. Legally, there are many things the staff can and cannot do, and it's quite important that the staff know that it is to conduct itself one way under certain conditions and another way under other conditions.

Explain to the staff how to make proper identification. Train people to seize on a particular face and watch that face while an act is taking place. To take legal action of any kind later, it is exceedingly important to be able to make positive identification of one individual. This can't be done by looking at a group but only by focusing on a single face and following it.

Relationships with the security forces. It is also extremely important to have the confidence and cooperation of the security forces. Try to get control of them. Try to get the local university forces, in particular, assigned to the library's jurisdiction. In the final analysis, it is the library's responsibility to order closure, and it is the library's responsibility to order reopening.

When conditions warrant, get the security forces into the library. We actually had a squad of eighteen to twenty men assigned to the library, and a squad room ready. When they were asked to come into the library, we knew the minute they came into the building. We assigned them certain specific entrances and exits to control. We used both walkie-talkies and a red phone system to talk to the men in the squad room because we found that our ability to react quickly was the most important part of our protective system. They must move only on command of the library officer. They must understand that it is not the university administration, but the library security officer, who tells them when the library closes.

There are other reasons why you need to work closely with your security forces. They have an excellent communication network with other parts of the country. Within ten minutes after the fire at Berkeley had broken out, we knew that the Berkeley library was on fire. Our security forces were on the radio and TWX determining the nature and extent of the damage. It's a very good way to find out what is happening on other academic campuses. The security people have a good communications system, and there is no reason why you can't use it to your advantage.

Library schools. Many large academic libraries house library schools. They present a particular problem when the library is being closed and opened. They are outside the library administrative structure and generally outside its communication system, except by letter. Consequently, special means of communication need to be developed, particularly if there are classrooms in the library. The library may be ordered to close for a day or for a few hours, and if the library school intends to continue classes, there must be a plan for alternate classroom space as part of the total security program. The library school staff should have representation on the internal library security committee because they do have entrance and exit problems.

Developing the security system. It is very important to convince the administration that the library is truly in danger. This may be done in many ways. We found that it was very helpful to send clippings of what had happened at San Francisco State, at Berkeley, at Buffalo and at other places to the proper people in the university administration. You have to go about creating your own "anxiety level." I'm sorry to say this, but you have to use your guile and your wit to do whatever you can to convince the university administration that, indeed, there is a security problem. We've actually been accused of having students generate a little unrest in a library in order to get the attention of the university administration.

Once preparations have been made, it's very important that during times of stress the library administration, particularly the director and the staff, be very, very visible. You would be surprised at how the anxiety level of the staff ebbs and flows with the presence of someone in authority. Particular attention has to be paid I think to maintaining staff morale if the

confrontation extends over a long period of time. It gets to be very trying, particularly with a large staff.

You have to be prepared to have the security division escort female staff members home in the evening. They are willing to do this; all you have to do is make the arrangements and insist that they be carried out.

As I mentioned, we closed the library twice. Close your library only as a last resort! When you do, be sure that you're ready to close it and ready to open it as quickly as possible.

What should the staff do during periods of closure? We developed a procedure by which, if the closure was anticipated to be of short duration, the staff would remain on campus. We sent some to branch libraries. For example, the catalogers knew that there was a lot of catalog maintenance to be done in one of the branch libraries. They took the opportunity to go there and catch up. It is not advisable to send all the staff to one branch, but rather to divide them up and send them to specified branch libraries.

In addition, we took over a faculty club. This had the dual advantage of showing the faculty that there were librarians who had a problem at the moment, and of making the staff readily accessible. It is particularly important to be able to call the public service people back quickly. If you have a faculty club that is close by, use it during these periods of stress.

If the closure is anticipated to be of long duration, issue separate instructions for the various classes of personnel. We asked the technical processing staff to remain on the campus until four o'clock; the public service staff to remain to the end of the day's schedule, regardless of the hour; and the student employees to remain to the end of their scheduled work period for that particular day. One of the things that will clog up the communications network is a lack of clear understanding of how long the staff is to stay on campus. The staff should have this information before the closure takes place.

When closure is actually ordered, it is very important that the staff not call the main security center in the library for information. The main security communications system must be kept open to relay outgoing messages and to receive intelligence reports from various parts of the campus, including the university administration.

Make sure staff members are encouraged to call home. The anxiety levels at home get quite high, and it's better that the staff call home than that the campus telephone system become jammed with a lot of incoming calls.

Some "do's" and "don'ts," and then I will close and throw myself open to questions.

Do develop a small, effective headquarters staff to man telephones, to go to threatened points, to be dispatched to help in any part of the system. In two of our branches that were seized, it was very, very important that members of the administrative staff went there as quickly as possible, and ressured the staff on duty.

Make a particular point to collect all leaflets. Leaflets are very good indications of the day's activities. We found that students' habits in regard to strike activities followed a particular pattern. By 9:30 a.m. they "hit the streets" with the call for action. By 10:30 a crowd had begun to gather, and by 11:30 we had a fairly good indication of what the day's activity was to be. You must analyze these written communications. There will be many units and organizations competing for the students' attention. It is very important to put these in perspective.

We developed a small but efficient external security staff who moved in with the crowd and gave periodic reports to the library security director regarding its mood, who the speakers were, whether they were local or had been flown in, and the exact nature of the speeches.

Issue special instructions about the handling of unattended briefcases, particularly at closing time. We have made it a habit to watch for any briefcases left in the rest rooms or on the tables. These are potential sources of danger.

Do secure outside book returns.

Do keep the university administration informed about what's going on. Keep them informed about the actions you're taking and the actions that you anticipate taking.

We also developed a plan to have various members of the staff act as watchmen during the critical times at night after the library was closed and before the janitorial staff came, but we never had to put it into effect because the security people were able, on request, to provide additional security forces for the library.

Don't allow security forces, newsmen, students or anyone else on the roof of the building. They draw attention to themselves. In an angry crowd somebody will pick up one rock, throw it at one man on the roof of the building and break one window; the first broken window can be the signal for violence. If you can keep that first window from being broken, I think you can save the day.

Watch for diversionary tactics. One of our branches was molested, we were convinced, in an attempt to draw us away from the main library, the real target.

After you close the library, many students will want to get in; they have Ph.D manuscripts; they have master's manuscripts; they have personal belongings that have been left in the library. It is a mistake to start letting them back in, because this breaks the security perimeter. Once you've closed, don't let people come back in the library on an individual basis. Close quickly, open quickly!

The only other advice I can give you is to be of good cheer and "play it cool." When you reach the point at which you become frustrated or angry, that's the time to relax.

Discussion: Mr. Branscomb (Ohio State): We have had some of the problems at Columbus that Buffalo has had, and I can't add anything I think very new to what's been said, but I would like to underscore one thing.

Alerting the staff seems terribly important to me. In our large, general libraries I think our best security force is really the staff itself. The staff can be alerted to watch for any suspicious acts and report them promptly. A public address system is important in security.

One other thing, also touched upon, is microfilming. Many of us have microfilmed the card catalog, the shelf list and other important records. At Ohio State we had about 23,000 cards taken out of our public card catalog this spring after we had filmed it last fall. I would urge those of you who have not done so to give very serious consideration to filming.

One topic which hasn't been touched upon is the need for some kind of a reasonable compromise between security on the one hand and accessibility on the other.

Let me illustrate this very briefly. After we shut down at Ohio State for about ten days and reopened by university mandate--and this was all the campus, not just the library--ID cards were required to get on the campus, and ID cards had to be shown to get into the library.

For this short period perhaps this procedure was justified, but it did put obstacles in the way of easy use. If you have to close off the stacks in order to secure the collection, you're making the collection less accessible and less useful, and this goes against the grain, I think, of all librarians. What I'm saying is that as we get into security we shouldn't be carried away. This is not to say the points made here are invalid, but I think we need to keep a sense of balance.

Mr. Allen: A speaker system is very important, but it's very important that the library control it. In the wrong hands, it is a device that can cause considerable trouble. It must be assigned to designated people during times of emergency.

Another thing I would like to stress is that closure should be quick and efficient, and opening should be the same. Try not to stay closed very long if you can possibly help it. On the other hand, you must demonstrate the ability to lock up quickly.

Mr. Slatin: I would like to second the need for a public address system. When there's a fire in the stacks, the smoke decreases visibility. You must be able to make an announcement to all parts of the stacks to have them cleared. Also, stack exit signs must be visible so that in the darkness and smoke people can find their way through the maze of shelving.

Mr. Baatz (Indiana): We have long felt that the best security staff available is an informed, helpful librarian working in a public area. However, in a large building with no assigned staff on very large stack floors, observation of potential hazards becomes a problem.

If patron use and library abuse were related, the librarian would have fewer problems. We have found, to the contrary, that library abuse, that is, theft, usually occurs when patron use is low: late at night, on weekends, holidays and after library hours. Most librarians feel that the added responsibility of serving as watchmen is not properly librarianship. We agree, but cannot avoid the conclusion that security rests squarely on the library staff. University policy has been that the chief administrative officer of a building is responsible for its security.

During the second semester of 1970, we employed five boys, enrolled in our Department of Police Administration, to perform the duties of watchmen. Their job was to report to the safety division of campus police any unusual occurrences. These boys were not uniformed. They did not concern themselves with the enforcement of minor library rules. Their task was to act as a fire watch and to report vandalism, thefts and other illegal acts occurring in the library.

Although no person was accused, no thefts were solved, and only high school student vandals were apprehended, we learned a great deal. We now know when to expect problems, and we know which library operations are attractive hazards and which, therefore, bear watching.

We found out that one of the hazards is our janitors after midnight. The evidence indicates that the library has serious security problems during periods of low occupancy. We eased this problem by the use of student pages, shelvers, shelf readers and searchers during the normally low use periods, thus increasing the staff's ability to observe and, by observing, to control. There were other benefits: reduced cost, less staff noise, less traffic and less congestion at the files and elevators.

The basic problem with increasing coverage at low use periods is staff. We found no difficulty in employing students to cover the hours, but we had considerable difficulty getting proper supervisors. Because of student unrest, we wanted to keep uniformed police out of the building and off the campus as much as possible. We did find that the unrest occurs in bursts, as vandalism does.

Mr. Gosnell (New York University): I would like to add that we at New York University have found the presence of automatic sprinklers to be the very best protection and deterrent against fires. I know a great many of you are apprehensive about sprinklers, but the damage they're likely to do is far, far less than what can be done once a fire bomb gets started.

About 85 per cent of our floor space is protected by sprinklers. We've had no difficulty there, whatsoever, whereas in a few of the areas where sprinklers were not available we have had some serious problems.

Mr. Metcalf: In recent years insurance companies have tried to compel libraries to install sprinkler systems, but most libraries have been able to keep them out.

Mr. Boes (Syracuse): Syracuse is now insured by Factory Mutual Insurance Company, which is one of the main insuring companies for major universities in the country. We were forced to have a sprinkler system throughout our new building; otherwise, we could not have obtained the

insurance. I believe that this is a requirement of the Factory Mutual Insurance Company, so any new building that is going to be erected on any campus which has this particular insurance company will now be required to have a sprinkler system and a warning system within the building.

One thing I've found useful for communications at Syracuse is participation by the administrative staff in student groups and working with the student affairs office on campus.

Mr. Slatin: It seems to me the kinds of problems that we're talking about require a detection system even before a sprinkler or extinguishing system. You must have fast, automatic notice that there is a fire somewhere in the stacks, and you ought to be able to tell where it is so you can get to it quickly.

The discussion so far has centered on what to put in new buildings; my problem is what to put in an old building. It seems to be relatively automatic to consider detection and extinguishing devices when erecting a new building, but, if most campuses are like mine, they're full of old buildings which may not be in compliance with modern fire codes. That's part of the problem.

In Lockwood the stacks are no more than seven feet high, which means that with a sprinkler system much damage can be done just by holding a cigarette to the sprinkler. My vote now would be for a detection system.

Mr. Haas: I might add that one of the most sophisticated approaches to a mixture of detection and extinguishing systems is a dry pipe sprinkler system. The sprinkler system is installed in the stacks, but water is not moved to a zone until a detection system establishes that elements of combustion are there. Water is released by heat.

Mr. Lundy (Nebraska): I have one small point to add to this discussion of fire. In Lincoln, Nebraska, we had recent periods of stress and emotion, and we employed a member of the city fire department to patrol our building all evening and all night. We just assumed that since that was his business, he would know what to do in an emergency better than any of the rest of us.

Mr. Stanford (Minnesota): Sometimes we do benefit from misfortunes of others. When we moved into our new library, we had to move the entire card catalog, and we couldn't persuade anybody that we needed to have it reproduced. Some clippings of other's troubles made it very easy to get the funds for filming. Copies of the catalog can be consulted on several campuses, thanks to the publicity that came from others' misfortunes.

In connection with tying up the phones in an emergency, I believe Mr. Allen said to encourage the staff to call home. It would concern me that a large staff could completely tie up the phones when they are needed most. I wonder if there is any merit in a policy that would reserve during an emergency at least one phone in a department for official purposes.

Mr. Slatin: There may have to be somewhere in the library a telephone which is entirely independent of the university system, with the number given to only a few key administrative staff.

Mr. Locke (M.I.T.): We have anticipated this problem; we may not have solved it. We have put in twenty outside lines to key points in the university. I have on my desk an outside phone that doesn't go through the university switchboard. We feared a takeover of the switchboard, or possibly fire bombing of the cables, so now there are emergency unpublished numbers. In an emergency, we'll simply use these outside lines for communication to the various security services.

Mr. Crouch (McGill): We've had demonstrations in Montreal, somewhat related to things in the U.S., but also related to our own problems in Quebec.

One of the things of which I'm aware is that within the staff there are many junior library assistants whose sympathies frequently are with the agitators. When one speaks of having staff handle much of the information gathering, I think this possibility must be borne in mind because if the building must be closed, someone who knows his way around the building and is sympathetic to the agitators could open the door and let them in.

* * * * *

Mr. Haas: I'm afraid that's all the time we have for this subject.

The next topic is research library responsibility for handling information in machine-readable form. The man who will address himself to this subject is one of the most knowledgeable in the field. Mr. Robert Hayes is director of the Institute of Library Research at the University of California at Los Angeles.

Research Libraries and Machine-Readable Information

Mr. Hayes: I am especially grateful for your invitation to talk on this subject because it has been one of my major concerns for several years--a concern based on the belief that the library is the appropriate operational agency to be responsible for this new form of publication. I would like to discuss some of the issues relative to whether and how the research library should assume responsibilities for acquisition of machine-readable information.

Introduction

I recall a conversation that I had with Mr. Skipper when he was executive secretary of the ARL. We were discussing what the ARL and the Center for Research Libraries should do with respect to mechanization. I remember that at that time I suggested that they could serve as focal points for access to mechanized data bases and particularly to federally produced magnetic tape data.

In this same vein, I recall an even earlier meeting that the National Science Foundation called at which several people presented their views of how magnetic tape data bases and on-line access to data should be handled.

At that time, I described what I saw as the appropriate agency, namely the research library. I wasn't exactly laughed at, but certainly a great number of eyebrows were raised, and many questions were asked about whether the library really could handle this kind of material.

However, NSF agreed to support a study at UCLA of the feasibility of acquisition of magnetic tape data bases by university research libraries. That study took me twice as long as I thought it would, and I'm afraid that I accomplished far less than I had hoped. It was compatible with the subsequent emphasis by NSF on the importance of campus-based information systems as outlets for the discipline-based systems that they had been primarily concerned with up to then. The work has, therefore, continued into Phase II--the development of an operational capability on the UCLA campus.

The Phase I feasibility study was undertaken by the Institute of Library Research, itself. The present study is a cooperative effort involving the university library, with Mr. Vosper as one principal investigator, and the Campus Computing Network, which is our computing facility, with Mr. Kale as another principal investigator. The Institute serves as a kind of catalyst, or means of communication between these two operational agencies.

My purposes today are to review briefly the context within which this study has been undertaken, and then to discuss in particular the arguments for and against having the university library as the focal point for acquisition of such data.

I would like to discuss briefly what we are doing at UCLA to handle some of the issues that I will raise, and I would like to conclude by mentioning two or three things that I think might be reasonable areas of concern for the ARL, areas in which the Association could perhaps undertake activity.

General Context

The context I think is one generally familiar to all of you, and I won't spend a great deal of time reviewing it. We have seen, during the last ten to fifteen years, a large amount of concern over how we could obtain better access to recorded data. This has led to the establishment of several information analysis centers, some of which have created and are using magnetic tape or machine-readable data bases.

Parallel with that, there have been a number of so-called "discipline-based systems" developed in large part under the sponsorship of the National Science Foundation. I think particularly of Chemical Abstracts Services. In addition, there are Biological Abstracts, American Mathematical Society, and IEEE, among others, all of which are oriented toward the interests of a particular discipline.

A third development is the use by many commercial organizations of magnetic tape data bases in their operations. Some companies are considering the distribution of magnetic tape to "retail outlets." It's interesting to note that there are over four hundred installations of computer-controlled typesetting equipment in the country today. The bulk of these will generate magnetic tapes, and many of them have already offered their magnetic tape data bases for sale.

Fourth, the activities of mission-oriented federal agencies, like NASA, DDC and AEC, are producing magnetic tape data bases. The Bureau of the Census should come immediately to mind because of its announced policy for distribution of magnetic tape of the summary data from the 1970 census.

Finally, and, of course, of central importance to all of our considerations, are the activities of the national libraries: The LC with its MARC tapes, the National Library of Medicine with its MEDLARS tapes, and the National Agricultural Library with its COINS tapes.

During the feasibility study, we accumulated an inventory of over thirty-five magnetic tape data bases announced as available. Since then we have updated this inventory, and now have a list of over fifty that have been announced as available for sale, for lease or for acquisition in some form.

Efforts have been made to establish information dissemination centers that would acquire such magnetic tapes, particularly in the area of science and technology, and provide distribution of data from those data bases. For example, NASA has established centers specifically for NASA tapes. Other agencies have been looking at various kinds of data bases which are available. The Association of Scientific Information Dissemination centers have been created. In addition, some commercial centers are appearing and are likely to proliferate because of the census.

This then is the technical context. The question that I pose to you is: Should the library, the university research library in particular, acquire magnetic tape data bases, not simply as an aid to its own internal processing, which the MARC tapes presumably would represent, but as the basis of services to the campus or the community served?

The Problems

In the feasibility study, we attempted to look at several of the problems involved in that question. I would like to review some of those problems and then focus on some of the pros and cons for the university research library.

The first problem involves the viability of magnetic tape data-based services. Do they provide something that the university research community needs? Will there be a sufficient demand to warrant the initial investment made in development of the capability to handle them and the continuing investment in acquisition or lease, and in maintaining a capability in the library to provide such services?

Nothing that we accumulated in our feasibility study demonstrated clear-cut, generally applicable answers. However, the social scientists very strongly indicated that they need this kind of service. I think the pressures that some of you must feel with respect to the census tapes simply reflect this basic demand.

Unfortunately, that wasn't the focus we had started with. Our initial interests were the whole supply of reference data bases: Chemical Abstracts tapes, Engineering Index tapes, and the like. No clear demand was found

for these services. I have to record that so we all realize that the need is not certain.

Most dissemination centers seem to get to a plateau of approximately four hundred requests. It's almost a barrier; they can get up to that, but getting through to a larger level of demand seems to be extremely difficult. With typical charges of $100 to $120 a year for selective dissemination of information (SDI) services from, let's say, Chemical Abstracts tapes, the viability on an economic basis is extremely marginal, if all costs of acquisition, reference service, and processing are considered. Because I was psychologically disposed to do so, I proceeded on the basis that these would be viable services.

The second problem involves the decision of an individual institution to acquire the data base, or to depend upon sharing through a network, using the centralized sources from which these data bases, themselves, come. In my opinion, to depend upon networks and sharing at this stage seems unrealistic. Each university will neccessarily acquire this form of material at its own pace, dependent upon its available resources and the demand of its own faculty and community. Some of them, and I hope UCLA is one, will move forward extremely rapidly and will provide fairly large-scale services. Others may move forward much more slowly.

There are a number of technical matters concerning compatibility among tapes and the kinds of computer software required. Some of the very important technical questions of concern to libraries are: How do we acquire these tapes? How do we catalog them? How do we provide reference services from them? How do we provide the processing capability, not from a software standpoint, but from an administrative standpoint? In other words, how do we establish proper working relationships with the computing facility? Given this background of problems, I would like to discuss some of the important issues relative to the question of whether or not your university library should acquire these data bases. I shall give the pros and cons of each.

The first issue is the purpose of the library.

Pro: The university library should acquire this kind of material because, as a general principle, the library is the agency of the university commissioned to collect, organize and disseminate recorded knowledge to the academic community. This it does exclusively and on a continuing basis. The library is the preserver of the records of the past, and it must recognize that twenty years from now these data are going to be the records of the past. Furthermore, if the library is regarded not merely as the repository of the records, but as the agency chiefly involved in the transfer of information from the producer to the user, the case for adding magnetic tape information is strengthened because of the ease with which it can be processed.

Con: The modern library has developed as the historical concomitant to the ascendancy of the book, from which it even derives its name. It stores anything else with difficulty, and then only by treating it as a book. Serials and pamphlets are bound like books, and microforms are regarded as miniaturized printed documents. There is no inherent reason why, as a general principle, the library should be responsible

for all forms of recorded information. At UCLA, for example, the Academic Communications Facility is the agency designated to acquire and disseminate instructional films.

The second issue is the nature of the particular medium.

Pro: There is often a close relationship between magnetic tape records and printed records. Some tapes may contain the full text of printed documents already to be found in the library. For example, text tapes are being used by many researchers in the humanities. Other tapes, such as Chemical Abstracts, MEDLARS and Biological Abstracts, by providing reference and bibliographic information, assist the library function. In fact, libraries, information centers, and publishing houses are foremost among the organizations creating data bases or supplying services from them. It seems to me that placing the tapes under the supervision of the university librarian will enable him and the staff to make the best use not only of magnetic tapes but also of the printed collection to which they relate, and to evaluate better the relative merits of acquisition in one form or in both if necessary.

Con: The nature of the tape medium is such that it requires a computer and a staff of people trained in programming and machine use. If some central computing system on the campus is to be used--and this is another issue we will want to direct our attention to--the library will be dependent upon the efficiency and cooperation of that facility. How well will the library and the computing facility work together? A second feature of magnetic tape data, which is not found in the library's traditional records, is its dynamic nature. Additions to the file come not only as a fresh issue in a series of issues, but also as changes in the file itself. Apart from the programming tasks involved in updating the files, the library will become responsible for the security, the currency, the manipulation, and perhaps also for the formatting and reformatting of information in these very complex files.

The third issue is the qualifications and expertise required to perform the service.

Pro: The aim in acquiring and cataloging data in this form is to provide intellectual access, not physical access. In other words, all of the traditional functions of the library are involved: acquiring magnetic tapes, cataloging them, and making sure that they are accessible to those who need them.

Con: Against this is the point that has already been made, namely, that in order to process and use the data, a high degree of expertise in programming and machine processing is required.

The fourth issue is space and physical facilities.

Pro: Nothing.

Con: It seems to me that space and physical facilities present nothing but problems to the library. All of the environmental control problems, all of the security problems that we face with books are

multiplied ten-fold in housing this form of material.

The fifth issue is administration.

Pro: To me this is the crucial reason why the library should be the agency to handle these data bases. The library is a well administered organization with a history of performance and dependability on which the university can count. I find it difficult to find many computing facilities that have a comparable administrative history. Furthermore, the library is not grant-supported or a temporary or experimental operation; it is permanent, stable and efficient.

Con: The library is often already an overly large bureaucracy, and this additional major activity would simply burden it further. The library has traditionally been a conservative organization, relatively slow to change. It's not reasonable to expect it to handle such a radical shift in administration needs.

The sixth issue is cost.

Pro: The library already has the organization, the personnel and the expertise to provide information services on a campus-wide basis. It would, therefore, be cheaper to add this new medium to that existing capability than to create a completely new agency.

Con: It's not clear that it wouldn't be better to set up a new agency which can fight for its own budget and perhaps get it, rather than adding to the already large budgetary problems of the library. The library's budget is seriously strained, and it's questionable that it could handle the ten or twenty per cent increase in the acquisitions budget (or diversion of acquisitions funds, which would be even worse) that would be implied by acquisition of data bases.

The seventh issue is off-campus service.

Pro: The library long ago accepted a responsibility to off-campus users through interlibrary loan service.

Con: There are serious problems posed, particularly for publicly supported institutions, by the whole concept of off-campus service and the increased load that it might place on the strained finances and personnel resources of the library.

The eighth issue is timing.

Pro: I think that if the library doesn't begin to acquire data bases now, other agencies will, particularly in view of the 1970 census tapes.

Con: For the library at this point in time to divert its scarce personnel to this new kind of service is a false assignment of priority and timing. What it should do is focus on the problems of ordering, circulation, serial records, catalog production, administration, etc., and leave this information services activity until it has built up its internal capability.

With respect to this last point, I think it would be a very serious mistake to accept these priorities. The justification for mechanization is going to come only when the people being served see value in it.

At UCLA, we have been exploring these issues in an atmosphere of friendship, mutual respect and cooperation. My effort from the beginning has been to avoid creating a fait accompli, but rather to get the library and the computing facility actively working together, uncommitted until they are ready to be committed. It has, therefore, been a joint program in which the Institute of Library Research has played the dominant role, with the library and the computing facility doing support tasks. As we move further, however, that whole organization will change, and the responsibility will move more and more to those operational agencies.

The responsibility for programming, in particular, is being transferred completely to the computing facility, and all personnel of the Institute that have built up expertise in the handling of data bases are being integrated into the programming staff of the Campus Computing Network.

In an effort to provide the library with expertise, we held a seminar, to be repeated in the fall quarter, in which we did two things. One was to provide fifteen to twenty of the library staff with limited, but we hope useful, experience in the actual handling of data bases: MARC tapes, Chemical Abstract tapes, census tapes, ERIC tapes, and, through the Bio-Medical Library's requests to NLM, MEDLARS tapes.

In addition, but much more important, we asked the library's staff to define the required procedures in acquisition, cataloging, and reference services. This means establishing the counterpart of desiderata lists by looking directly at the problems--and they are severe problems--in leasing, copyright, and all of the other aspects of relationships with the sources of these data bases. It has meant an examination of how data bases should be cataloged, something that I think the ALA and the ARL should pay a great deal of attention to. Finally, it has meant an examination of how the library should provide reference services.

In a cooperative arrangement, the library takes responsibility for those areas that are library responsibilities, and the computing facility takes responsibility for those areas that are clearly computer responsibilities. There is an overlap: Who is responsible for the physical data bases themselves? Does the library store them? Does it provide some kind of minimal copying or batch processing service? Does it transfer data to the computing facility for on-line access? We are exploring these questions. Hopefully, from my standpoint, the library will be responsible for the physical storage, for tape copying, and for the provision of limited search services. The computing facility will be responsible for the on-line processing.

Finally, because determination of services and user groups is important, we have established faculty committees representing the various disciplines to guide us.

There are three or four activities that I think ARL should be concerned with, under the assumption--and I think it's much more than an assumption--that the university research library will acquire these data bases.

First: Union catalogs are needed. We need to know where we can get them, not only from the national sources that initially provide them, but also from local institutions.

Second: It seems to me that methods of access are needed beyond those represented by interlibrary loan.

Third: There are some serious contractual problems posed by the suppliers of data bases. Some will only lease, and some place severe limitations on how the data may be used.

Fourth: I think that there are some basic priority questions which the ARL should examine concerning the relative importance of mechanization of routine library functions as against providing information from machine-readable data bases. I have presented the pros and cons of this latter kind of service. I have my own views, but then I'm not a university research librarian. I feel that service from these data bases is going to be a vital function of the university research library in the future, but it's something that I think you as a group need to look at very, very carefully.

Discussion: Mr. Vosper (UCLA): I'm not prepared to say whether the library should become the campus center for providing machine-readable information. I would like to make it quite clear from the outset that I don't in any way think of the university library as being the total campus information system. I think this is purely a matter of local management relationships. I could argue with Mr. Hayes that it's just as important to have a slide related to a book controlled by the people who have the book as it might be to have the book-related computer tape controlled by the librarian.

Two of the more interesting facets of the UCLA project are the opportunity that is provided for staff to learn something about what can and can't be done with computerized data bases and for us to determine what kind of staff capacity, configuration and organization might be able to handle them, if, in fact, it is the library that most effectively can handle this kind of material on a particular campus.

I don't believe, either in terms of data bases or in terms of books, that a librarian need to be a missionary, acquiring all material and urging everybody to use it. I would take the same reasonably selective attitude about getting machine-readable information into the library as I would take about books or any other form of information. Underlying the whole question are some very serious economic problems.

I'm sure we recognize that many, if not all, these data bases have been generated not for academic use, but for industrial and commercial audiences. I personally feel it's a serious problem that the Bureau of Census has moved in that same direction. It puts the academic community and the academic library at a serious disadvantage.

This then leads to the questions of economics that Mr. Hayes could have posed pros and cons on as well. One doesn't know--at least I certainly don't--how to provide most responsibly and economically this form of information in an academic community that is both a teaching institution and a research institution.

Mr. Branscomb (Ohio State): For better or for worse, we at Ohio State have plunged into this activity. On our campus, there was sufficient demand to get some kind of mechanized information center program underway. We felt, as has been suggested, that the library is not just a place for books, but is also an information center. We have gotten good support from the administration, which is supporting our proposal for a mechanized information center. We have asked for a grant, which we're almost certain to get. The center will be established whether we get the grant or not; without it, we simply will not move as rapidly as we would have hoped. We have a very good man who has been appointed to head the center.

This development at Ohio State has been possible because we have on the campus not only the computer facility, which many major institutions have, but also in the libraries we have a number of people who are very knowledgeable about computer-based information.

Mr. Haas: The dollars one spends for development of collections and the dollars one spends for the services of this sort are the same dollars. It is my understanding one can easily subscribe now on a continuing basis to over $100,000 worth of data in machine-readable form.

Mr. Hayes: These data bases may be so directly related to individual faculty and department needs that they might possibly be funded either out of grants or out of the departmental funds.

I feel that the evaluation of relative value should be made in the library. The decision to acquire information in magnetic tape form, in printed form or in both forms can only be made if the entire acquisitions program can be seen as a totality. Incidentally, I should point out that the unit costs of data in magnetic tape form are comparable to the unit costs of data in printed form. In magnetic form, large amounts of data are acquired for large amounts of money, but the cost per unit acquired is quite comparable.

Mr. Minder (Pittsburgh): The University of Pittsburgh has been involved in the Chemical Information Center. We are almost finished with the three-year project. As I listen, I would venture to say that we confronted many of the questions that have been brought up.

I suggest that the Center's reports, submitted to the NSF, provide some insight into such problems as the relationship between various departments in setting up an information center, the cost of it, and the change that is involved in the administration of the library. The final report is due next spring.

I will add something that we found out just recently when we changed the service from a free, experimental service to a cost-recovery operation. The University of Pittsburgh, as an institution, accepted the responsibility of providing service to its chemists and anyone else on campus. The service has been used very heavily. The people in behavioral studies indicate that it's well worth the effort. For service to over one hundred chemists, our royalty fee to Chemical Abstracts runs between $30 and $45 a week, which means a lot of data is being produced.

However, none of the research personnel in other academic institutions went through the institution to get support, and, as a result, every single one of them dropped the service.

Mr. Haas: This means the price that was being charged couldn't be justified out of their own departmental budgets?

Mr. Minder: Neither the individual nor the department would support it. What I'm suggesting is--and the final report will have more on this--that the institution, either through the library or the chancellor of the university, not the department, has to accept financial responsibility for this service.

Mr. Lorenz (L.C.): Is there anything to be learned from the National Library of Medicine's regional plan? What are the possibilities for networks?

Mr. Hayes: I would like to comment not in terms of the specifics of NLM, but in the larger context represented, for example, by the statewide networks supported by the Library Services and Construction Act.

Several times now I have seen the following situation: On the one hand, union catalogs are being produced. This is a very straightforward operation that is either already underway or could get underway in most states. Costs of development, implementation and use are relatively certain.

On the other hand, whole information services form an integral part of any network plan in which data bases can be brought to the state and made available there for catalog production or other purposes. The question repeatedly is, "Where is the proper focal point for that kind of activity?" In every case, the university, particularly the university library, has been the natural choice. So I think the university research library has a real service to perform in the statewide networks.

Mr. Fussler (Chicago): I would like to make three points or observations in response to what Mr. Hayes has said.

The first is that it seems to me that access to these kinds of data bases for the intellectual research community in the country is essential.

The second is that I have the impression that the economic, intellectual and technical problems of providing this capability for the nation or for a large number of institutions may not be solved by every university developing this capability locally at a different rate of speed. The present economic pressures on research libraries and on their institutions are so severe that alternative means of providing this kind of capability really have to be critically examined. I recognize that the concept of everyone with his own console on a time-sharing system reaching every data base is the ideal. It is imperative, however, that there be a careful review before every university of whatever size or character assumes that it must develop this capability.

Thirdly, I am hostile, perhaps defensively so, to the position that research library functions as they relate to books, journals and existing

reference services are merely housekeeping functions, of no great consequence and no great intellectual concern, and that they deserve, therefore, a lower priority than the development of the capability to handle data bases. That may not be a fair interpretation, but I think the inference is there. It seems to me that the basic operating functions of research libraries, their response capabilities and a variety of other aspects of library operating problems in relation to information in whatever form, are in fact in very grave trouble. The extrapolation of these difficulties over the next ten to fifteen or twenty years suggests that these problems are both economic and intellectual and that they are not trivial. Unless they receive quite serious attention, the research library, which has been praised for its great efficiency, may not be able to survive and still perform the service expected of it.

Mr. Hayes: As always, Mr. Fussler is so perceptive as to put his finger right on the two crucial points. One is whether or not the individual university research library should proceed on its own, or whether a larger national plan is required in which focal points are established to provide this service.

It would have been very easy in the environment of the University of California to have adopted the view that the UCLA program constituted a center for the entire University of California system at which the acquisition and servicing of data bases would take place. To have done so would have ignored reality. Riverside was already acquiring Chemical Abstract tapes; Davis is a natural institution for acquisition of Department of Agriculture tapes; Berkeley is at the point of taking major steps with an announced program of a census tape service. To preempt what was already underway would not only have been nonproductive, but would have created positive antagonisms. My point is that universities are going to go ahead on their own, national plan or no national plan. They will need to do it for their own internal requirements.

I would like to add that I think every campus of any size should take an inventory of what is available on its own campus today; I think it will be shown that the magnitude of investment in data bases is already sufficient to warrant some kind of centralized control.

I think, of necessity, those institutions that move ahead most rapidly because of demand, resources or interest will become primary focal points on which others will draw and depend, but each campus will have to have the capability of drawing upon and of utilizing the data that could be made available from a UCLA or a Chicago or a Harvard.

To turn to the other point, I did not intend to downgrade the importance of the library services based on books, serials and other forms of publication, nor to underestimate the magnitude of the problems faced in acquiring, cataloging and providing access to the records of these data.

My comments really were directed in terms of national priorities, and I will state my position as follows: The internal "housekeeping"--and I don't use the term pejoratively, but merely to describe the library's maintenance of its own records for access to its own material--is an individual library's problem. Access to nationally produced material for information services is a national problem.

After a recess for lunch, Mr. Haas reconvened the meeting at 1:30 p.m.

Mr. Haas: The next subject, opportunities for minority groups in research libraries, reflects the interest and concern of all ARL members to open to as many people as possible opportunities at all levels in research libraries.

John McDonald, at the request of the board at its January meeting, reviewed the status of special minority opportunity programs in libraries across the country, recorded his own views of proper directions, and presented a paper to the board at its April meeting. Mr. McDonald will briefly summarize its contents and enlarge a bit on some of the points he has made. Then he will call on Mr. Skipper to report specific kinds of actions taken at the University of California at Berkeley. [The paper appears as Appendix B in these Minutes.]

Opportunities for Minority Groups in Research Libraries

Mr. McDonald: I must say that I am in no sense an expert in this field, and perhaps the University of Connecticut has been less directly involved in this activity than many of the institutions represented here.

I would say, too, that to claim that I have conducted a survey of the situation across the country is to overstate the effort I made. I did solicit written reports from a number of libraries, and I have talked to quite a number of people individually about programs in their libraries. The results of this rather informal survey are in my paper, which was mailed to the membership two weeks ago.

I would like to ask each of you to imagine that you are the person on your campus charged at the highest level with responsibility for university personnel.

I would ask you further to imagine that you have been asked by the local Contract Compliance Specialist in the U.S. Office for Civil Rights to supply an affirmative action program, an indication of how your institution intends to meet the problem of minority employment.

The suggestions of the Contract Compliance Specialist are numerous. You set to work with good will to provide a program in due course. A document is sent to the nearest Office for Civil Rights with full confidence that all of your hard work will meet the requirements of that office.

Imagine then that a letter comes back to you, by way of the president of your institution, saying:

"Receipt of your university's equal employment opportunity policy and affirmative action program, dated ____, submitted in response to requirements of the President's Executive Order 11246 is acknowledged.

"The affirmative action program contains a number of commendable features, but we wish to call your attention to and request the following important additions and modifications:

"1. The table of current job titles and salary ranges is not meaningful for evaluation of the implementation of contractual obligations pursuant to the requirements of Executive Order 11246. As previously indicated, a table of your university's current job and position classifications, grouped by divisions, departments and/or major administrative units within a division or department, including the job titles used by the university, rates of pay, the number in each classification, with a racial breakdown, i.e., Negro, Oriental, American Indian, Spanish-surnamed Americans, is requested.

"2. The affirmative action program should more specifically and succinctly identify problem areas by division, department, location and job classification, and include more specific recommendations and plans for overcoming them.

"3. The affirmative action program should include specific goals and objectives by division, department and job classification, including target completion on both long and short-range bases, as the particular case may indicate.

"4. A more adequate design for implementation of the program, particularly in divisions, departments [for "department" you might be reading "library"] and job classifications with few or no minority members is necessary.

"5. A more adequate and explicit design for implementation of internal audit and reporting systems to measure the effectiveness by divisions, departments and job classifications with token or no minority group representation is needed. For example, analytic provision should be made for evaluating recruiting methods and sources, the total number of candidates interviewed, job offers made, the number hired, with the number of minority group persons interviewed, offered jobs and hired indicated.

"6. Under the heading, 'Procedures for Monitoring and Assignment of Responsibility,' it is necessary that clear-cut line and staff responsibilities and relationships be established and indicated. The name and title of the person assigned the responsibility for a particular problem area or specific deficiency at the respective levels of operation should be indicated. The method of monitoring and provisions for accountability should be more adequate and explicit.

"7. The affirmative action program should include a more adequate and explicit design for internal communication of policy and procedures for implementation.

"8. The affirmative action program should specifically include a clause providing for a written annual report of the operation of the program. Among other factors, the annual report should include a table of job classifications as indicated in Item 1 of this letter. Two copies of the annual report should be submitted on or before July 1 each year."

The letter goes on:

"The Equal Employment Opportunity Affirmative Action Program should be sufficiently inclusive to cover specifically all basic areas of personnel

administration, recruitment, hiring, placement, staff development and training programs, and upgrading, promotions and transfers. The program should indicate that adequate plans have been made to insure operationally that applicants are hired and academic and nonacademic staff and employees are treated without regard to race, religion, color, sex or national origin.

"The program should specify that procedures exist, or explicitly indicate that plans have been made to develop procedures which will enable administrators to more effectively identify problem areas, measure and evaluate policy implementation and programs in all divisions, departments and job classifications.

"It is requested that the revised affirmative action program be submitted on or before _____. The program and the letter of transmittal should be signed or countersigned by the president of the university.

"Also, it is requested that the following employment data be sent with the affirmative action program:

"1. Copies of memoranda, newsletters or other communications which have set forth in writing the equal employment policy of the university, procedures for implementation and provisions for audit and accountability which have been disseminated to officials and supervisors.

"2. A list, grouped by divisions, departments or operating units of all minority group personnel except laborers and service workers, by name, job classification, date of hire and current rate of pay.

"3. A list of the names of all supervisory personnel by race, division or department, by job title and pay rate.

"4. A list of all staff development and in-service training programs in operating divisions under the jurisdiction of the university, including the total number in each program, with the number of nonwhite trainees indicated.

"Enclosed is a copy of "Affirmative Action Guidelines" prepared by Plans for Progress. This brochure is suggestive with respect to developing affirmative action programs.

"Sincerely yours,

"Mr. So and so
Contract Compliance Specialist
Office for Civil Rights"

I think you can appreciate that you have your work cut out for you, you personnel administrators. Lest you think this is a grotesque kind of joke, I must assure you that this is a real letter--the name of the institution has been omitted, to protect the quilty I guess. This presentation speaks more eloquently than I could to the kinds of requirements that the affirmative action programs may place upon your institutions.

Now, insofar as the institution is required to comply with a program of this type, the library will also be a participant. Its problem is the same; it is just a matter of degree.

In many of our cities, the kind of enforcement that is indicated by this letter has not yet come to pass. I found in my brief survey that many institutions have tried to anticipate the compliance people by devising programs that will deal with the minority employment opportunity problem.

As my paper indicates, many of these programs are more imaginative, more flexible, more interesting than the rigid compliance-enforced type. Whether they will prove to be as effective or not remains to be seen, since many of these programs are very new and have yet to bear fruit.

I hope that this rather strong approach I'm taking to the problem will stimulate many of you to respond from your own experience about the kinds of programs underway in your institutions, and hopefully in your libraries. We would be particularly interested to hear of promising programs of the voluntary type, since it seems to me unfortunate if we must be forced to do something that we all in spirit would wish to try to do.

James Skipper will explain what it means to implement a compliance program of the type that is represented in the letter I have read to you.

The Berkeley Program for Minority Opportunity in the Library

Mr. Skipper: By a fortunate act of timing, the Berkeley program for minority opportunity in the library is a voluntary, rather than an affirmative compliance program. It started in October 1968, about two months after my arrival. The motivation for our program at Berkeley is a conviction (which I'm not asking any of you to share) by the administrative staff in the library that the minority groups in California and, indeed, in the rest of the country, are in a social and cultural trap. Because they went to inferior schools and came from culturally deprived families, it is very difficult for them to share the American dream of achieving the social mobility which has characterized so many earlier minority groups coming to this country from Ireland, Germany, England and other parts of the world.

We were impressed by the reports of the Kerner Commission and other groups which have been investigating social unrest in this country, and we believed that within the library we had to make some effort to help prevent this country from becoming a divided nation.

We did not intend to lower our ultimate standards for job performance. We tried to develop a rather pragmatic approach to one of our most serious current social problems.

We were aware of the fact that even though the University of California was not racist by policy, nevertheless we had been practicing de facto segregation for a great many years. Let me explain to you what I mean by this. At Berkeley, as in most other libraries, we had taken the easiest way out in staffing our clerical operations. This was accomplished by employing the wives of graduate students and faculty who were in the community. These ladies, as you know, generally are highly trained; many of them have multiple degrees, linguistic competence and many skills, such as typing, which we need. However, by taking these frequently over-qualified transients, we made it impossible for most minorities to find employment in the library.

We decided that if we hired people of high promise but perhaps minimal skills, worked with them, trained them, and motivated them, eventually we would have a more stable staff which could perform at lower cost and greater satisfaction to the institution. It was hoped that the initial costs of training and lower productivity in some instances would be balanced by a reduction in the 30 to 35 per cent annual turnover which we had experienced in the past.

People from minority groups comprise about 35 to 40 per cent of the area population. Many of them are Orientals, but more are black.

We realized, as many of the rest of you have realized, that the university is not an island unto itself, apart from its surrounding community, and, whether we like it or not, the relationship to, and dependency upon, the local community will increase.

The library's staff is composed of roughly one thousand individuals, many of whom are part-time. This makes the library one of the prime employment markets on the campus.

To get the program started, we tried to define a number of conditions which we thought were necessary to assure success.

First, and I think perhaps most important, was to get a consensus and understanding among the supervisory staff, because these are the people upon whom the success of the program is dependent. You can pass laws as a director of libraries about minority staffing, but unless your supervisors fully support the program and will work sympathetically with the people who are brought into their staffs, the effort will fail.

Another perfectly obvious point was that the program had to be developed with the participation and support of the minority groups on the staff. In other words, a white, establishment-oriented group of librarians will not be able to develop a program which will be acceptable to minorities.

A program to improve minority opportunity in the library can become hostage to the question of credibility. If the library administration is held in low regard because of its lack of sensitivity and commitment to resolving social problems, any program to improve the employment status of members of minority groups will be regarded with some suspicion.

To demonstrate our sincerity, we established a task force which presented us with an almost entirely acceptable program, incorporating a number of procedural recommendations. There were one or two modifications that were made without too much difficulty. The program was to begin as a one-year experiment with its continuance benefitting from this learning period. We wanted to avoid freezing any element of the program until it had been proven effective. The task force recommended community-wide recruitment for the vacancies which occur in the university library system. The campus has a staff of minority recruiters who spend full-time bringing to the attention of the Berkeley community opportunities within the university system, including the library. Our personnel officer has also been active in this recruiting effort.

The task force recommended that we improve the listing of all vacancies which occurred, including specific job descriptions. It recommended that all vacancies--and I'm talking now primarily about the clerical or supporting staff--be held open from three to six weeks, depending upon the level of the job, before being filled by a non-minority candidate. The intent was perfectly obvious: to keep the administration from quickly hiring the first white that applied, thus eliminating minority applicants.

The task force said that we should maintain our standards for merit increase and promotion, and did not suggest that the library should lower its expectations for employee performance. It did ask that we lower the entrance requirements for people who could be identified as having high potential but who lacked the minimum skills.

It recommended that a training officer be appointed to provide a variety of services, one of which is orientation. In a big library, as most of you know, clerical and non-professional appointees come in, are introduced to their immediate colleagues, put at a desk, and, unless they are very gregarious, frequently don't go beyond their immediate area for a considerable length of time and don't understand the relationship of their particular function to the rest of the library. Orientation was thought to be a very important part of staff performance.

To teach minority groups needed basic skills, the training officer is also responsible for identifying extra-mural courses, such as business English, the Xerox listening program, typing classes and training programs in filing rules. Certain individuals will also be taught the basic rules of bibliographic entry, if they're working in the acquisition, serial, or catalog department. The program anticipates the establishment of manuals and workshops. I believe next year we will be utilizing audio-visual devices to enrich the training program.

As the program has been implemented, we have found it desirable and essential to continue working with the task force in the resolution of policy problems and in the adjudication of possible disciplinary cases or instances in which job termination is indicated.

Reporting was thought to be very essential to keep the staff aware of the program, to publicize our efforts, and also to dispel, as far as possible, any credibility gap which might exist. We kept very good statistics and documentation on who applied, who was retained, and who was not employed.

The next recommendation concerned the appointment of an ombudsman to work with minority groups in the library. This has not been implemented, but possibly it will be this fall.

The task force also recommended that increased efforts be made to recruit minority people for professional positions. You have all faced this problem, I'm sure. It's not an easy one. There are not many minority professional librarians available. The philosophical question can be raised as to whether the social interest is really being served by simply moving a minority librarian from library A to library B. Attracting qualified minority students to enter library school is of much greater importance. It's also dubious whether we're serving a social good by taking talented black librarians out of black colleges.

After the first six months of the program, the library personnel officer reported that we had 176 minority staff members, compared with 127 before, for a 30 per cent increase. They consisted of 100 full-time staff and 76 student assistants. At the present time minorities represent 18 per cent of the total staff and 26 per cent of the supporting staff. Four years ago, we had 9.8 per cent minority representation on our staff.

The library hired 70 per cent of the minority students who applied. This June, 20 per cent of our promotions went to members of minority groups. There is no quota in the program, and there is no "numbers game" being played.

There are problems in implementing a program of this type. The three-week or six-week waiting period sometimes frustrated the department heads who had to get on with the job and found it difficult to wait this long to make sure that opportunity to apply had been given to a qualified minority person. When the pressure was serious, we talked with the task force, explained our problem, and every time secured its understanding.

I have mentioned the credibility problem. I think this can be quite serious, especially in the early stages. Some members of minority groups may be quite reserved in their enthusiasm. They've been disappointed before.

I don't think a program of this type can be expected to cure everything. One of the reasons we've gotten along as well as we have at Berkeley is that our objectives were limited and reasonable. For instance, we didn't set about to cure functional illiteracy. We tried to select people who didn't have the minimum skills, but whom we could identify as being highly motivated and intelligent. We brought them in as trainees, a step below the beginning rate for the job, and tried to provide them with the skills which would fully qualify them for that job. We were generally successful. Most minority appointees came to the job fully qualified, I might add.

There is a short-term expense involved: During the initial training period, some of the staff may have to carry a heavier work load. Training sessions cause a loss of time.

The last point I would like to make concerns the long-term investment of which I spoke earlier. We are confident that this investment will result in increased productivity, in lowering the turnover of the supporting staff, in greater loyalty to the institution, and in a small but significant contribution toward the solution of a major social problem in this country.

Discussion: Mr. McDonald: I do think it should be said that librarians have been concerned about providing opportunities for minorities for some time. In a letter, Arthur Hamlin of Temple reminded me that some years ago, Mr. Vosper, as president of ALA, appointed a committee which was to concern itself with improving opportunities for minorities in libraries.

Mr. Harrer (Florida): When I went to the University of Florida two years ago, I was promptly appointed to the Staff Personnel Committee of the university. This committee had to supply a report to the civil rights people. Their response was almost identical to what Mr. McDonald read earlier. We

had only one additional paragraph in our letter. The compliance specialist required that we also submit a timetable of positions that we expected to become vacant by department and class of employment, and the number of minority personnel that we expected to employ in each one of these departments and classes.

Gainesville is not a large urban area but a small, country town in the South. The social situation for professional black employment is not one that attracts professional black librarians to the area.

On the clerical level, most of the same procedures followed at Berkeley have been adopted on a voluntary basis. The result has not been satisfactory. We have lowered standards for employment and have attempted to compensate with training programs.

We keep positions open for two weeks. We also have bulletin boards throughout the university on which vacant positions with descriptions are listed.

We were criticized for including special qualifications in some of our position descriptions. We indicated that it would be desirable for some clerical positions in the catalog department for the applicant to have had at least one or two years of college, though this was not a requirement for the beginning positions. We didn't intend this to be discriminatory, but it was taken that way. For filing positions we suggested it would be helpful if people could read fluently. This was taken to be discrimination.

We've just received the second refusal of our program of affirmative action. At the last meeting of the Personnel Committee we discussed seriously the possibility that we may have to give up 10 to 20 per cent of employee time in training programs in certain areas.

Mr. McDonald: I think it is interesting to have this geographical perspective. The fact that the social situation poses an added problem is perhaps true of many other institutions in the South.

Mr. Grazier (Wayne State): We at Wayne State have no program, as such, for the hiring of minority groups. Currently we have a staff of two hundred full-time people. Approximately 5 per cent of our professional staff and 20 per cent of our paraprofessional staff is black. (By paraprofessional, I mean a level of staffing which requires a college degree.) Blacks make up about 30 to 35 per cent of our clerical staff and 45 to 50 per cent of our part-time student staff. These percentages have increased slightly in recent years. Based on experience with black people, I would like to make one or two general observations.

First, there are blacks and blacks and blacks. In dealing with a large number of black people, one should not make the mistake of thinking that there is such a thing as a "black attitude." I would submit that certain types of programs might appeal to some black people and not to others.

Second, the choice of how to allocate time and resources in improving opportunities will affect the programs subsidized and the results obtained.

From our experience the employment longevity of the black group with a college degree but no library training averages ten to eleven years. The longevity of their white counterparts is three to four years.

If social betterment is the primary objective of the program, supervisors must give special attention to the people in the program, must be concerned about them, and must make a special effort to get them used to a work situation and to give them some concept of what it means to report for work every day on time. Supervisors must instill a positive attitude toward work, keeping in mind that this is the first work experience for some.

Mr. McDonald: I think that a major problem is one of education. There simply aren't enough available blacks at the professional level. It is a question of training people and getting them into the profession to begin with.

Mr. Grazier: Are there any campus unions that offered any constraints or were involved in the training program at Berkeley?

Mr. Skipper: We have many unions, but they have not been recognized as formal bargaining agents. They have had no effect at all on the program.

Mr. Boes (Syracuse): I'm curious as to how Mr. Skipper identifies high potential in prospective employees.

Mr. Skipper: I interview the prospect and check references as with anyone coming on the staff. Brightness, alertness, and motivation are apparent in many cases.

Mr. McDonald: The traditional testing procedures are often not valid in dealing with minorities. The basic cultural differences pose problems for them in taking tests.

Mr. McAnally (Oklahoma): We have been dealing so far with the immediate problem, and certainly no one can deny that it is acute. I should like to ask what the long-term goal ought to be and how long it might take to reach it.

The Indians of Oklahoma have been pretty well acculturated or assimilated into the general population. They are citizens like anyone else; they are doctors, Senators, regents, faculty members, librarians and so forth. They achieved "full citizenship" over a long period of time. No one pays any attention to the fact that they are Indians. I had to conduct a study to learn that Indians made up 10 per cent of my professional staff.

How long is it going to take before the question of a person's race is irrelevant, provided this is accepted as a reasonable long-range goal. At one point the Indians were independent; for a while they didn't want to be reminded that they were Indians; and later they reached a state of being proud of the fact that they were Indians. I'm wondering how long it's going to take until the other minority groups will have passed through these stages and become fully assimilated.

Mr. Skipper: I would suggest there may be at least two elements in the critical question of time. One is the rather mechanical statistical element of employment opportunity, and the other, which is even more important, is the question of social attitude. I think we will find the mathematical solution to this problem a bit quicker than we will the social solution.

Mr. Slatin (Buffalo): Since one of the problems is the scarcity of professional librarians, what are the library schools doing about their own affirmative action programs for the admission of minority students?

Mr. McNiff (Boston Public): The personnel officers of Boston Public, Harvard and MIT libraries have an agreement with the Simmons School of Library Science whereby, without necessarily lowering standards, the school will take cognizance of any potential which people have if the libraries can identify such people as possible candidates for the library school.

Mr. McDonald: It does seem to me that this is a useful model that might well be applied wherever there are library schools and large libraries to work together.

Mr. Downs (Illinois): The Illinois Library School has received a grant this year from the Carnegie Corporation to provide scholarships for 10 to 12 disadvantaged students, for the most part blacks. This program is expected to run about four or five years; it's just begun this summer.

We have already collected a very well qualified group. While they wouldn't meet ordinary requirements for admission to the school, they all have high potential. We anticipate that the program will be successful.

Mr. McDonald: May I ask you in turn, Dr. Downs, how the students were identified and who recruited them?

Mr. Downs: The availability of the scholarships was publicized rather widely, and applications were received from various parts of the country. All of the prospects were interviewed by the director of the library school or by some member of the library school faculty. They were selected on the basis of their potential and need.

Mr. Stuart-Stubbs (British Columbia): I note in the ALA budget that the Office for Recruitment has fared rather well. There are plans for at least three meetings with counselors at predominantly black colleges, and special literature is being prepared.

Mr. Stanford (Minnesota): Once a person has been hired under the opportunity program at Berkeley, is the librarian free to terminate employment or must he go to the task force to avoid a possible grievance?

Mr. Skipper: We're attempting to work with the task force, but I'm fully prepared to make the decision if I have to. We have had several cases of termination. One young lady was a very capable person, but she came in with such a resentful attitude that she couldn't work with anyone. We explained this to the task force and told them of the action we intended to take.

We've had to drop a few others because we misjudged their potential. In all these instances, we have been successful in convincing them that they just didn't have a future in the library.

Mr. McDonald: Libraries are now being asked to try employing a few "hard-core unemployables." They present a different problem from that of the resentful person.

Mr. Vosper (UCLA): We have just started hiring "unemployables." We feel the need for each one to have a relationship with a particular staff member who will be his orientation officer and counselor for at least a year.

Mr. Heron (Kansas): I wanted to ask if recruitment to the profession, particularly in the paraprofessional category, is part of the program at Berkeley.

Mr. Skipper: It's a definite part of the program. However, the people we've taken frankly don't qualify for such positions. We have been trying to recruit bright minority student assistants who have been exposed to library work for two or three years. We have been moderately successful in encouraging them to go on in library work.

Mr. Clapp (Council on Library Resources): Is there any possibility that the program at Berkeley may eventually discriminate against the majority?

Mr. Skipper: This possibility was discussed at length by the task force. It is one of the reasons we wanted to stay away from a quota concept.

I don't think it will happen. If I can make a short-range prediction, I believe that once we overcome the credibility problem, once the community is convinced that we are making an earnest effort, and once we get our program established with the supervisors really carrying it on at the operational level, then I think we will evolve to a point at which preferential treatment is unnecessary.

Preference now takes only two forms: one is the waiting period, and the other is in taking in those with high potential who don't have the minimum qualifications. I think that we will gradually come back to original standards without these two conditions.

Mr. Jonah (Brown): As a part of the overall university program at Brown, the library has started two training programs, one for typists and one for library assistants. We're not recruiting them directly into the library staff. They're coming in a special group and getting special training. We anticipate that we will have openings for all these people who graduate from the program.

Mr. McCarthy: I had occasion to visit the Atlanta University Library School recently and was very much interested to learn of the program which its library school offers.

It is doing for library school students what many predominantly Negro colleges do for entering freshmen. Under this program, students who are

college graduates and who appear to have potential are admitted, even if their reading and writing ability is below minimum. The library school runs remedial, corrective programs in which these students are required to remain until they reach the required level.

Mr. McDonald: That concludes this part of the program. Let me wish all of you good luck in your efforts to provide additional opportunities in your libraries for minorities.

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BUSINESS MEETING

Mr. Haas reconvened the meeting at 3:15 p.m. He then gave his report.

President's Report

Mr. Haas: There is much going on within the Association of Research Libraries, and practically everyone present is involved in one way or another. The business meeting provides an opportunity once every six months to discuss the more important activities of the Association, all of which concern topics that are pertinent to us, day in and day out.

1. Preservation of Library Materials: It was about ten years ago that the ARL seriously got into the preservation business. There has been a great deal of effort spent in these last ten years by the ARL Preservation Committee, by people like Gordon Williams, Verner Clapp and a number of others working for what I used to think of as a single logical solution, but what I now think of as probably a whole complex of solutions to a problem that is as complicated and in many ways as unattractive as any we face.

We received in April a grant from the Office of Education of something just under $10,000, not to carry on new research, but instead to try and catch our breath and see where we are now on a wide range of fronts, and how we can plot some specific courses of action to begin to find the first steps toward the solution of what has come to be known as the preservation problem.

Murray Howder of the ARL staff is working directly on this project. The Preservation Committee, which will be meeting on Monday, is advising on the effort. The intent is simply to try and break up the problem into components, some of which can be solved more quickly than others. Because the problem is so large and so complicated, we want to whittle away at the edges a bit and see if we can't bring the general topic into more manageable form.

We're looking, for example, at the specifications for optimum storage of materials. Obviously we don't know all the answers. On the other hand, new libraries are being built day in and day out, and decisions are being made pertinent to the storage conditions, so we want somehow to establish where we are at this time as a guideline for individual librarians. We need to examine the whole question of bibliographic control of materials selected or maintained for preservation purposes. Each of our libraries contains many volumes that are of themselves distinctive; quite possibly one approach is to have individual libraries assume national preservation responsibility for those volumes that they themselves judge to be distinctive and not worry about what others are doing with other books. Another obvious approach is to focus on American imprints and, at the same time, perhaps to stimulate interest in other countries in preservation of titles that carry the imprints of those countries. All of these steps may lead to what will one day be a general solution.

2. Interlibrary Loan Study: The National Science Foundation has provided just over $50,000 to support an interlibrary loan study. We have talked for some time of the need for specific facts about interlibrary loans: their cost, a projection of the future volume of interlibrary loans, and, hopefully, some identification of the characteristics of material loaned among libraries.

The ARL committee, chaired by Arthur McAnally, is advising on the project, and in the near future we will be signing a contract with a commercial organization to conduct the study.

3. Microform Project: The Office of Education has provided funding to continue the microform study. The first task of the present study, focused on the physical facilities required for microform use, is being completed now. The continuation study is intended to focus on two points: first, final work on the bibliographic control of microforms and, second, the specifications for a national microform agency that would monitor and evaluate microform projects, acting in a sense as the ombudsman of the research library community to the producers of microform projects or potential producers. Felix Reichmann is responsible for the study on bibliographic control.

4. Foreign Newspapers: Norman Shaffer has just completed a report on a proposed national program for foreign newspapers on microfilm. That report will be submitted to the ARL Foreign Newspaper Committee at its meeting in the next day or two. We anticipate that the committee will be making recommendations to the ARL board concerning a national program for the coordination of microfilm copying, the extension of microfilm copying (with obvious relationships to the Library of Congress effort), the foreign newspaper microfilm effort, and the other similar activities.

5. Management Study: The Booz, Allen and Hamilton report is in the final preparation stages for publication; an edition of 1500 copies will be published and distributed toward the end of the summer.

The library members of the Management Committee are meeting on Monday afternoon to hear Professor Morris Hamburg and his colleagues from the Wharton School of the University of Pennsylvania who, for the last two years, have been studying the general subject of management information systems, specifically as they relate to statistical data and data gathering. Their effort is funded by the Office of Education. The ARL Management Committee serves as the advisory committee.

6. Slavic Bibliographic and Documentation Center: You have all had, I think, at least two issues of New Slavic Publications from the Slavic Bibliographic and Documentation Center. A third issue is due this summer, after which free distribution will cease. It will be distributed, beginning in September, on a subscription basis. It would be well to make sure that your acquisition components enter an order now rather than later.

7. Chinese Research Materials Center: The Chinese Center at ARL, a really booming operation, now has more than two hundred items available in microform, xerographic or reprint form. The Center has assembled and is producing, as you know, hard-to-find texts related to mainland China. In

the newspaper field, the Center is now filming the Bankers Journal and the Hong Kong Daily News.

8. National Serials Pilot Project: This project has been operating this first year on funds provided through the National Agricultural Library, under policy guidance of the National Libraries Task Force and with the advice of an ARL committee. The objectives are to develop a record in MARC format of scientific and technical serials in the three national libraries, and to develop a capability for a national inventory of serials, both as to the location of titles and holdings of those titles. The project is operating at this time with a relatively small but very complete data base.

The programming work is completed. Various kinds of outputs in terms of organization of information have been produced. Search capabilities for the file are being worked out. The intent this next year is to move from a pilot project to what might more appropriately be called a demonstration project operating on a substantially larger data base. The hope obviously is that this will be the first step in the creation of a national capability to organize information concerning serials in an effective machine-readable format.

9. Conference on Federal Library Information Resources: In March, many of you received invitations to a meeting in Washington sponsored by the COSATI Task Group on Library Programs and the Federal Library Committee. The purpose of the meeting was to explain the capabilities of the federal libraries and information services as support agencies for the research library community in general.

The meeting served that purpose well. As a result, the Task Group has invited the ARL to name some of its representatives to the Library Task Group, and it has asked the ARL to join with it and the Federal Library Committee in sponsoring another meeting this fall. This meeting is tentatively set for the 12th and 13th of November--a Thursday and Friday--and will carry on this subject of the relationship between the federal libraries and the research library community. The board at its meeting yesterday agreed to serve as a joint sponsor of this second meeting. Information about the program and the invitations will be available in late summer or early fall. [Subsequently, the meeting was postponed until spring 1971.]

10. Nominating Committee: The Nominating Committee for board membership is chaired by the Vice President Thomas Buckman. He has asked Andrew Eaton and Roy Kidman to serve as members of that committee.

11. Automation: At its January meeting, the board asked Robert Blackburn, Rutherford Rogers and Herman Fussler to constitute themselves as a committee of three to look at the general subject of automation in research libraries, and to prepare specifications for what we hope will be a substantial and reliable major document addressed to this problem for the guidance of research librarians during the years immediately ahead.

They have produced a first rate paper, answering no questions but posing many. We will be mailing copies of this paper to all of you in the next week or so. [Copies of the report have been distributed.]

12. Amendment to Bylaws: A modest change in the bylaws relating to criteria for membership is proposed to remove any existing ambiguity concerning certain special cases, such as consortia. Revised wording has been prepared and approved by the board. It will be sent to the membership thirty days before the midwinter meeting and will be voted on at that time.

13. IRO and LTP: The subject of possible official action concerning the projected dissolution by ALA of the International Relations Office and the Library Technology Program was raised at the board meeting by several people. After discussion, it was agreed that it would be improper for the ARL as an Association to express its concern to the American Library Association, but that it is perfectly appropriate for individual ARL representatives to make their feelings known. We would note parenthetically that between forty and fifty of our representatives have in fact already written to ALA concerning this subject.

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Mr. Haas then called on Mr. McCarthy to report recent events at the Washington office.

Executive Director's Report

Mr. McCarthy: My report can be quite brief. I want to touch principally on some legislative matters that are of concern to ARL member libraries.

1. National Commission on Libraries and Information Science: As you know, the bill to create the National Commission on Libraries and Information Science was introduced in the House over a year ago, and it was voted out by the Committee with strong support.

A companion bill, differing in certain points from the House bill, was introduced in the Senate, and it moved through to passage very rapidly.

House action was delayed until late this spring. When it came to the vote, the bill passed with little opposition. The bills then went to conference to reconcile the differences. About that time the Cambodian adventure came along, and that delayed the conference. The Conference Committee did, however, finally meet about ten days ago, and agreement was reached. There is now every reason to expect that both Houses will approve the conference report. If President Nixon signs it, there will be a National Commission on Libraries and Information Science. [The bill was signed into law on July 20.]

In the meantime, our Federal Relations Committee, with prodding from the chairman, Mr. Vosper, was at work developing a list of names of individuals who should be considered for appointment to the Commission. This list grew, and then was pruned; it grew again, and was pruned again. About ten days or two weeks ago, the list was considered to be in the best form we could produce.

Fortunately, we were able to arrange an appointment with Mr. Leonard Garment's administrative assistant in the Executive Office. Mr. Haas, Mr. Martin and I called on Miss Carol Harford, had a pleasant visit with her and left her the list of names. In turn, we received an invitation to submit further suggestions or names as we might see fit. We, of course, volunteered to be ready to supply any additional information that might be required.

2. Congressional Testimony: As you know, we have appeared on behalf of legislation and appropriations on several occasions this spring. Mr. Haas appeared before Senator Magnuson's Subcommittee on Appropriations. He must have done a very good job, because the Senate committee increased the sums for several library programs over the amount voted in the House. The sums are almost sure to survive the Senate vote, but the bill will then go to conference, and I wouldn't hazard a guess as to what the outcome may be.

I appeared about a month ago, along with the ALA representatives, before Senator Pell's Committee on Higher Education. We had a very pleasant discussion with Senator Pell. Interestingly enough, he raised a fair number of questions about preservation, and he finally treed me with a question as to whether the ink was more or less important than the paper as a cause of deterioration. Fortunately, Lou Martin was with me, and I passed that question to him.

More recently I appeared before Congressman Flood's committee in support of the appropriation for the Medical Library Assistance Act. I was a public witness. I argued for larger funds and reasonable sums for all programs.

We are expecting to appear before Mrs. Green's Special Subcommittee on Higher Education during the third week in July. Mr. Vosper, chairman of the Federal Relations Committee, will be the spokesman for the ARL on that occasion. [This hearing was cancelled by Mrs. Green.]

3. Position Papers: Mr. Haas has referred to the preservation study, the interlibrary loan study and the report of the Committee on Automation, chaired by Mr. Blackburn. These three items fit into a list of position papers which have been under discussion by the board of directors and the Federal Relations Committee over the past year. On at least two of them we are now going forward. We are not quite sure how rapidly we can move on the third, but the board took action yesterday to move on a fourth topic for which a position paper has been planned.

Roughly stated, this would be a paper on federal responsibilities which relate to or have an effect on research libraries. We have in mind a person who, we hope, will be willing to undertake this task and can get underway at a fairly early date.

4. Copyright: Another aspect of legislation with which Verner Clapp and I have been deeply concerned over the past year and a half or longer is copyright revision. You will remember that at the January meeting, Mr. Clapp and Mr. Low spoke to this topic and reported that the two library associations were supporting an amendment to Section 108(d)1.

We have promoted this amendment, working with the ALA and on our own as we could. The ALA group, Mr. Low and Miss Krettek, were able to persuade Senator Hart to introduce this amendment when the Copyright Revision Bill comes before the full Judiciary Committee. This was supposed to have happened last March; it hasn't happened yet, and we don't know when it will happen. In any case, Senator Hart is committed to introduce the amendment.

In March, Verner Clapp and I undertook to visit the administrative assistants of all the Senators on the Judiciary Committee to explain the amendment to them, to try to persuade them to support it, and to make clear to them, if we could, that this amendment does not attempt to do what the publishers say it attempts, namely, permit libraries to copy anything with no restrictions whatever. That was quite a strenuous time; we both survived it, but barely.

Since then, we have participated in several meetings of the Ad Hoc Committee on Copyright Revision. This is a committee formed a number of years ago under the leadership of the National Education Association. At a meeting early this month, when the ad hoc committee was taking what it regarded as a final position on the Copyright Revision Bill, it turned out that library photocopying was one of the points on which the committee would not give ground and, unless changes could be made, the decision was that the ad hoc committee would oppose passage of the Copyright Revision Bill.

It is impossible to make any predictions about the Copyright Revision Bill. We keep hearing stories that it is still unsatisfactory to the CATV industry, and that so much money and so much power is involved that there will be no Copyright Revision Bill. Whether this is true or not, we just don't know. From time to time we get alerted that some thing is going to happen. Up to now it hasn't.

Many of you have been very helpful in writing to your Senators and Congressmen on various pieces of legislation. I can assure you that this is very important. Hearing from home does make a difference to all Congressmen.

5. Lighting Study: Mr. Metcalf's lighting study is supposed to be in galley proof when we get back to Washington. Unless the printer fails us, we will have a publication before the end of the summer. This will be distributed to the membership, and will be available for sale.

6. Academic Library Statistics: I report this last item not with any pleasure, but simply to inform you of the situation. I learned Thursday afternoon that the National Center for Educational Statistics will not collect statistics on college and university libraries this year. The explanation is that funds are short. The Center expects to adopt a program of collecting library statistics in alternate years from this point onward. The ARL will, of course, be collecting its own statistics this fall as it has in recent years. I take this opportunity to thank all of you for your prompt responses to our requests for information.

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Mr. Haas: In previous years, as I have sat in the audience myself, I have always noted the way in which ARL presidents acknowledged the help of the ARL office, specifically the efforts of Mr. McCarthy. Now that I'm up here I know why: we're just awfully lucky and remarkably well served.

Carl Jackson has a few comments on a paper, already distributed, proposing a legislative communications network for the ARL. [The paper appears in the Minutes as Appendix C.]

ARL Communications Network

Mr. Jackson: The ARL staff has indicated that it would be helpful to have more information about those ARL representatives who have personal contacts with Senators and Congressmen. Such information would enable the headquarters staff to act more effectively with regard to proposed legislation affecting libraries. Concern also has been expressed about the fact that there is no mechanism which would enable the ARL office to alert a large number of ARL representatives to the fact that they should communicate quickly with their Senators and Congressmen about important legislation.

During its meeting in Rochester in April, the Federal Relations Committee asked that I serve as a subcommittee of one on this matter and prepare a short report on the situation and what might be done to remedy it. I believe all of you have received the report and the questionnaire which accompanied it. I should emphasize that this paper is really a "talk paper," intended simply to determine the response of representatives to the ideas presented.

There seem to be at least two things which we as ARL library directors might do. We could inform the ARL office of any contacts we may have with Congressmen, Senators, members of their staffs, and administration officials. We also could indicate other individuals whom we know who have such contacts.

Secondly, we could participate in, what I shall call for lack of a better phrase, a legislative communications network. At times, there is a real need for a fast and large response from librarians to members of Congress on library legislation. The need for this response can be pressing, and often there is only a short time in which to bring it about. As you have noted, my report suggests that we might develop some kind of a telephone network in which libraries would accept responsibility for contacting other libraries in order to generate a broad response to Congress on specific legislation.

Discussion: Mr. Bryant (Harvard): Having read the paper and looked at the questionnaire, I wonder about the feasibility of trying to codify what by definition is a very amorphous mass of information. I'm not sure that the answers to a lot of questionnaires would help solve the problem.

Mr. Jackson: I share your concern. I wonder if Mr. McCarthy would have any comment.

Mr. McCarthy: Identification of individuals to whom we have access and who in turn have influence in Congress and the administration can be

valuable. Whether or not a formal effort to develop such information would be successful, I don't know. On the second point, the ALA has what is referred to as a state network, and this is used under certain circumstances when a widespread expression of opinion appears to be called for. This does not mean that the staff in Washington would refrain from contacting a particular individual who was known or thought to be the key person with respect to a particular item or subject.

I'm not sure how often we would find it advisable to try to use such a network if we had one. We would use parts of it as appropriate, and perhaps only very occasionally try to call on the entire network. I would welcome further expressions of opinion. We're not too sure of this procedure, but we did think that it should be considered and explored.

Mr. Milczewski (Washington): Personally, I would be glad to be called. I think all of us here have contacts of one sort or another. I really don't see the necessity, however, of listing people we know, because we know a good many people relating to different kinds of situations.

Mr. Jackson: What we're looking for is the personal acquaintance with key individuals. "Walking in cold" is often not very effective.

The second part, the political network, I think is quite valid, that is, knowing in advance how we can respond quickly.

Mr. McAnally (Oklahoma): I don't know how successful this questionnaire might be in turning up the names of people to deal with some specific problem, but if this will help reduce the number of times that the general membership might be called on, that would be helpful. If these problems can be dealt with more effectively by a few people who know members of the committees in question, then maybe the ARL's influence would be strengthened without having to call on the membership quite as frequently for general appeals.

My own feeling is that you really ought to be trying to find out which ARL representatives know personally influential people in Washington. There may be fewer than one would think from listening to the comments here on the floor, but those that you would get could prove to be very useful.

Mr. Heron (Kansas): I wanted to ask a closely related question. When Mr. McCarthy becomes aware of a legislative problem, wouldn't it be more useful to have a list of the key people in Washington, with an indication of those ARL representatives who might have some relationship with them?

Mr. McCarthy: I think the answer is yes.

Mr. Haas: I think the appropriate thing to do in this case is to refer this subject to the Federal Relations Committee for further study, based on the suggestions made today.

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Mr. Haas: Gordon Williams has two brief comments, one on the census tapes and the other on the National Archives and Records Service.

1970 Census Tapes

Mr. Williams: As you know, the Center for Research Libraries has an ad hoc committee on the problems of utilization of the census tapes. A report was sent to you earlier on the first meeting of the committee; a second report is in the mail. At least some of you have received it, but probably not all as yet.

At this point, I simply want to add a little to the report. The report says that the Ford Foundation, which has received several proposals, has not yet made up its mind what, if anything, it's going to do in the direction of support. Because of this, it seemed at the time of the last meeting that the committee could not make a specific recommendation in support of a specific proposal.

Since then, however, Mr. Harris of the University of Pennsylvania has received a grant to pursue his study. It seems to him and to me that it would be useful for the ARL libraries to get together on some sort of a cooperative program for use of the tapes, whatever it may be. Even if libraries change direction later, the common starting point should be beneficial.

Because of this, you will be receiving shortly another proposal that, it now appears, may ask for some library support. I think that our problem is to get started before the reality of the situation becomes so entrenched, as local cataloging did, that one can't back up and do anything in a centralized and cooperative way for everyone's benefit.

National Archives

The other item that I want to make a general announcement about is the microfilming program of the National Archives and Records Service and the policies it proposes to follow.

I have tried to persuade National Archives to make a loan positive available so that libraries wouldn't have to buy everything. Fortunately, I was able to talk to the Archivist in time. The idea of a loan positive apparently had never occurred to him, and he received it with great favor. As a matter of fact, a recent letter from him tells me that because of this suggestion they have now decided to loan the positives in the Federal Records Centers.

The next task is to get out lists of the microfilms which will be available so that people will know what is planned by the National Archives and Records Service. I have such a list, prepared by them, but a phone call a couple of days ago indicated that they have run into some budget problems and the list will have to be modified, perhaps cut down somewhat, perhaps not. Further information on this will be forthcoming.

We are also trying to get them to modify this program a bit. All the Federal Records Centers don't need all microfilms. National Archives could perhaps do better with its money by making a selection available for distribution and making a fuller set available for loan.

In any case, conversations are going forward on this really very significant and important action on the part of the National Archives to benefit scholars with a loan positive of microfilms from their collection. Obviously, it will take several years to complete this project, but it's being started on a fairly substantial basis. I think we should be aware of this and get the lists, which will be published in Prologue. They will also be published in the Center's newsletter so that you can modify your own acquisition program in accordance with what is available.

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Mr. Haas: Porter Kellam has a comment on the United States Book Exchange.

U.S. Book Exchange

Mr. Kellam: As you recall, I gave a short report at the last meeting, and I want to bring you up-to-date on developments at USBE since that time.

At the midwinter meeting I reported that USBE was interested in increasing its distribution of publications to libraries that belong to the ARL, and that this interest stemmed from two principal considerations.

In the first place, USBE needed to increase its distribution of publications in order to be able to maintain its services without increasing its fees still further. In the second place, it appeared that ARL libraries were not using the services of USBE as a national resource for publications to the extent that they could and should.

To recapitulate briefly the statistical information which was given in my report, the ARL libraries as a group support the USBE--77 of the 85 libraries do--by having memberships at least. The ARL libraries supply 25 per cent of the publications which form the USBE stock. As a group, the ARL institutions requested and received only six per cent of the total number of publications distributed by USBE in 1969. It was noted that 14 institutions out of the 77, varying in age, state of development, geographical location and other factors, received over 1,000 items in 1969, and the other 63 libraries who were members could undoubtedly find more usefulness in USBE if they would experiment with making requests to it.

The report stated that the USBE staff would conduct a program of follow-up in an effort to establish communications that would produce more requests. I am pleased to report that this campaign has been undertaken and is having some tangible results. Four of the ARL libraries which were not USBE members in January of this year have now joined.

Although the fee increases which took effect in January have had the predictable result of a temporary decrease in distribution to all the USBE members, including ARL libraries, the decrease is less among the latter whose total participation has gone up to 67 per cent through May of 1970. That's still not enough, of course.

Of the 81 ARL USBE members, twenty are now making requests at a more substantial rate than in 1969. As a result, ten have received more publications in the first five months of 1970 than they did during the whole of 1969.

This progress is encouraging, but we hope it is only the beginning of an upward trend, and that by the end of this year a much greater increase will be shown. It's got to be shown from these libraries or some other libraries if the USBE is to overcome the financial difficulty it's in now.

The USBE staff will continue to follow-up on all the ARL libraries, endeavoring to establish lines of communication where these do not yet exist, pointing out the values of USBE stocks and services and the economy of its operations, both in the relatively low cost of its fees and in the savings to libraries which use USBE can effect. You or your acquisitions librarian may expect to be contacted still further by the USBE staff.

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Mr. Haas: This year we made the vice president of ARL the program chairman for the principal meeting in the spring. As you know, we're moving to a new format, and Mr. Buckman has a report on the location, dates and proposed program.

Spring 1971 ARL Meeting

Mr. Buckman: As you will recall, the board and the membership agreed that the ARL would change the time of the summer meeting, which has coincided with the ALA summer conference, and would instead have a spring meeting. This spring meeting--that is, the spring meeting of 1971--will be held at the Broadmoor Hotel in Colorado Springs on April 23rd, Friday, through April 25th, Sunday.

The tentative structure of the program looks like this: The general title of the program is "The University Library and Its Environment in the Seventies." On Friday there will be four general topics covered:

1. "The Teaching and Research Environments: New Trends, Projections and Objectives in Higher Education Affecting the University Library."

2. "The Commercial and Governmental Environments: Changing Aspects of Publishing and Commercialization of Information Sources and Services."

3. "The Administrative and Fiscal Environments: Changing Patterns and the Responses of Library Management."

4. "Relationships With the Library Community: Productive Forms of Cooperation and Collective Action."

On Saturday, again in accordance with the new pattern, we plan to have five or six discussion groups, each consisting of about fifteen to twenty persons. They will concern themselves with sub-topics drawn from the more general topics of the day before. These sessions will be about one and one-half hours in length. We hope to arrange it so that interested representatives can attend two of these sessions if they wish.

There will be a luncheon Saturday noon, and a business meeting in the afternoon, with adjournment at five o'clock. There will be time and space reserved for meetings of ARL committees on Sunday, April 25th.

I would welcome suggestions of possible speakers on any of these topics.

There will be further information on the meeting as the date draws closer.

* * * * *

Midwinter 1971 ARL Meeting

Mr. Haas: I note that the next ARL meeting, the midwinter meeting, will be held on Sunday, January 17th in Los Angeles.

The meeting was adjourned at 4:55 p.m.

APPENDIX A

UNIVERSITY OF WASHINGTON LIBRARIES
OFFICE OF THE DIRECTOR

General Order 46

March 26, 1970

PROCEDURES FOR EMERGENCY SECURITY ACTION
MAIN AND BRANCH LIBRARIES

This Order outlines the procedures to be followed by all Library personnel in case of threats to Library occupants, collections or buildings. They are a part of the campus security program and are based upon the Security Division practices of:

1. Providing advance notice and information of pending emergency evacuation whenever possible.

2. Establishing a security coordinator for each building on campus who will receive and transmit security messages to the occupant departments.

3. Directing security measures which call for:

   a. Evacuating Library users only.
   b. Evacuating Library users and staff.

4. Assuming security responsibility for a building once the evacuation order has been given and the security force has entered the building.

5. Authorizing reopening of secured buildings as soon as conditions warrant.

During periods of unrest, all members of the staff should make a special effort to be alert to matters of general security. Particular attention should be paid to securing desks, files, lockers, doors, windows, supply cabinets and cash boxes. Each member of the staff has a proprietary interest in the Library and should act accordingly.

Should violence occur when the staff is present, do nothing to further inflame the situation. Do not attempt any police action.

In the event of a Main Library evacuation, the Health Sciences Library will be the communications center. All calls requesting status of closing and

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reopening should be directed to campus extension 3-5530.

The procedures below are developed in order to place responsibility, and to show actions required by various staff members. Questions regarding these procedures should be directed to the Associate Director of Libraries.

A. All Personnel

1. Report any emergency (such as fire, bomb threat, rowdyism, etc.) directly to the Security Division, extension 3-2122.

2. Study, and be thoroughly familiar with, the fire extinguisher locations and evacuation routes indicated on the floor plans posted near your work station.

3. Be thoroughly familiar with the security procedures issued by your division or branch supervisors.

4. Maintain surveillance in your work area and the Library in general, and immediately report any suspicious act or item to the Associate Director of Libraries.

5. Submit any handout material obtained on campus to the Library Administration office as soon as possible.

6. When Library users only are evacuated, continue your normal routines but do not congregate near windows.

7. When ordered to evacuate the building:

   a. Lock or secure your work area according to your division or branch supervisor's instructions.

   b. Evacuate the building according to designated traffic flow routes. Do not use the elevator or the emergency exits unless conditions make it impossible to use the normal routes. These routes are shown on the fire extinguisher charts displayed in your area.

   c. Proceed to the locations designated by your supervisor and wait for information to be passed to you. Do not call the Main Library. If you feel it is necessary, call the Health Sciences Library for information concerning security status and reopening. If you call your home (baby sitter, etc.), advise them not to call the Main Library.

   d. Remain on campus in the Faculty Lounge, Branch Library or other designated areas, available for recall until:

(1) Technical Processes personnel -- 4:00 p.m.

(2) Public Services personnel -- the end of your scheduled shift for the day.

(3) Hourly personnel -- the end of your scheduled work period for the day.

All personnel are to report to work at their normal time the next work day following an evacuation unless otherwise directed.

e. The Assistant Director for Public Services is responsible for staffing for reopening.

B. Division and Branch Supervisors

1. Display fire extinguisher and traffic routing charts in conspicuous locations in your area, and assure yourselves that all personnel know their locations and use. Instruct all new members of your staff on these charts as soon as they report for work.

2. Prepare, and distribute to all staff members, security procedures for your area. Submit one copy of your security procedures to the Associate Director of Libraries.

3. Keep your staff informed of pending emergencies and take preliminary precautions as information is transmitted to you by your building security coordinator or the Associate Director of Libraries.

4. Provide supervisory coverage in your area during the noon hour.

5. Emergency evacuation of a Branch Library may be initiated as follows:

a. You evacuate your Branch on your own initiative. If so, immediately call the Associate Director of Libraries and the security coordinator of your building.

b. The Associate Director of Libraries orders your Branch evacuated. If so, inform your building security coordinator immediately or the Security Division.

c. The building security coordinator orders evacuation. If so, inform the Associate Director of Libraries immediately.

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C. Associate Director of Libraries

1. Act as security coordinator for the Suzzallo Library building and central security coordinator for the Library system.

2. Act as liaison between the Library and the campus Security Division.

3. Provide fire extinguisher and emergency traffic routing charts for all segments of the Suzzallo Library building.

4. Approve and maintain a file of all security procedures affecting the Library system.

5. Prepare and issue specific security procedures to individuals and Library units which have special security functions or duties.

6. Assure the Library and University Administration that proper security procedures are in effect at all Library locations, and that the Library personnel are thoroughly familiar with their responsibilities.

7. Maintain a communications link with the Health Sciences Library during emergency security evacuations.

D. Health Sciences Library

1. Act as Library information center during emergency evaucations.

2. Direct the telephone network for information concerning evacuation and reopening of the various Library units.

Mr. Kenneth S. Allen, Chairman,
Ad Hoc Committee on Library
Security
Mrs. Le Anderson
Mr. James Ekendahl
Mr. Gene Llewellyn
Mr. Karl Lo
Mrs. Ione Redford
Miss Clairann Schickler

APPENDIX B

EMPLOYMENT OF MINORITY GROUP PERSONNEL IN RESEARCH LIBRARIES

I. Introduction

At its twenty-eighth meeting in January 1970, the ARL board of directors voted to establish an ad hoc committee to prepare a report on the subject of employment opportunities in research libraries for members of minority groups. The board expressed the hope that this report could be ready for its April 1970 meeting, where it would serve as a basis for discussion.

At the conclusion of the January meeting, incoming President Warren J. Haas asked John McDonald to chair this committee and to secure what help he might need from other members of the board or from those outside the board having special familiarity with or insight into the question. In a subsequent letter, dated January 27, 1970, President Haas expressed the committee charge as follows:

> ...prepare a brief statement for the board of directors on the general subject of opportunities for minority groups in university libraries. It is not our intent that you reach conclusions or even make detailed recommendations for a comprehensive program in this area. Rather, I think we agreed that what is required at this point is 1) a concise statement of the nature of the question itself, 2) your understanding of the alternative 'philosophical' approaches to the problem, and 3) some examples for illustrative purposes of approaches taken by different libraries.

He further stated that if the chairman wished to work alone he was free to do so. Only in a technical sense has this been a one-man committee, since many colleagues around the country have provided comments and advice and, most important, documentation on the programs in effect or planned in their libraries.

As a final bit of background, the record should show that the matter of minority opportunities was initially brought to the board by Thomas Buckman. Although individually, as head librarians and administrators, members of the board were doubtless aware of minority employment problems, it was Mr. Buckman's presentation of the situation at Northwestern University that focused the board's official attention on this matter.

II. The Present Situation

By now most libraries of ARL size have had some experience in dealing with minority group personnel. A few libraries are known to have detailed

plans for identifying, recruiting and training employees from minority groups, and other libraries are known to be developing similar plans. In the absence of a thorough survey, however, it must be supposed that most libraries are without any carefully conceived program for increasing minority representation.

Such plans as do exist either have been developed voluntarily within the library or they have been inspired (in some cases, imposed) by some outside agency. Voluntary plans are marked by informality, imagination, and good intentions. Involuntary plans, on the other hand, tend to be mechanical, inflexible, and result-oriented. The voluntary plans make for more interesting reading, but the involuntary plans appear to have more success in getting the job done. Both types attempt to respond to the fact that there are too few representatives of minority groups working in research libraries, either as professional librarians or as members of the supporting staff.

III. Elements of a Minority Opportunity Program

On the fundamental assumption that research libraries have an obligation to participate in the task of providing equal employment opportunities for minorities, it may be useful to try to describe the elements of a minority opportunity program. In general, these elements are closely related to overall excellence in personnel administration. Starting with a broad policy statement on non-discrimination and equal employment opportunity, an effective plan will incorporate most, if not all, of the guidelines for affirmative action commonly found in business and industry. Beyond guaranteeing that applicants will be employed without regard to race, creed, color, or national origin, affirmative action includes, but is not limited to, all aspects of the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Although the language of affirmative action may seem more appropriate to the trades than to the professions and in libraries may seem more applicable to the supporting staff than to the professional group, the spirit of affirmative action is readily transferable. The details of affirmative action are many and they may require a larger and more sophisticated personnel administration section than most ARL libraries now possess. Certainly policy statements and good intentions alone will not do the job. Most respondents cite the need for more funds for improved personnel administration, with all that that implies in the way of better publicity for job openings, more comprehensive recruiting at all levels, more imaginative training programs, expanded work-study opportunities, internships, and access to continuing education.

IV. Compliance and Enforcement

Since universities are government contractors, their personnel policies and practices will sooner or later attract the attention of one or more of the federal agencies concerned with contract compliance. To date universities in or near large urban centers have been the target of these agencies, presumably because compliance officials tend to be concentrated in the population centers, but non-urban institutions can expect to receive their share of scrutiny in due course.

The legal basis for enforcement rests primarily in two documents: the Civil Rights Act of 1964 and Executive Order 11246, issued September 24, 1965, and entitled Equal Employment Opportunity. Enforcement of the provisions of these laws and regulations is variously the responsibility of the Equal Employment Opportunity Commission, the Office of Federal Contract Compliance, or the Office for Civil Rights. These agencies have espoused the privately developed Plans for Progress Affirmative Action Guidelines to supplement the language of the official regulations.

The whole thrust of affirmative action is, as the Office for Civil Rights puts it, "result-oriented" rather than "intention-oriented." This explains why the imposed plans are so demanding of detail on the number and kinds of vacancies, the characteristics of applicants and the disposition of applications. In general, compliance people are very hardheaded. They want to know what the situation in a given institution is now and what correctives are proposed. Once affirmative action plans have been instituted, they want to know the results of the program, if any. If the program has little success, they want to know the reasons for its failure. And all of this, from program to performance, is wanted in very great detail.

Some enforced programs call for "quotas"--a set number of positions reserved for members of minority groups. If this smacks of reverse discrimination, one can only note that the literature of the subject is full of suggestions that this is indeed what the situation calls for.

While the important thing is to have an equal employment opportunity program, and it makes little difference whether such a program is arrived at voluntarily or not, there is some evidence to suggest that the most successful plans are those that involve enforcement procedures.

V. Voluntary Action

Despite the foregoing argument in favor of built-in enforcement procedures, much can be said for internally generated plans freely arrived at. As has been noted before, these plans tend to be broader and more imaginative, placing their emphasis on variety and attractiveness of opportunity rather than on mechanics and record-keeping. The Harvard Library, for example, is making a simultaneous attack on at least three aspects of the problem: one

program is "directed toward the training of individuals for various clerical jobs in the Library"; another, "toward recruitment for the Intern Program"; and the third, "toward strengthened recruitment for the professional ranks directly." Moreover, the Harvard Library and the Simmons College Library School are well on the way to a joint recruiting effort among minority groups.

The University of Connecticut has developed a broad and active program in the area of human rights and opportunities under the direction of a Black Studies Committee. This program is designed to strengthen the Library's collections in this field, to interpret and make known these collections to the University community and others, to present programs and exhibits, to provide educational and training programs in the field of librarianship for the disadvantaged, and to make library staff members more aware of their responsibilities in this area. The personnel aspects of the program involve recruitment and training efforts at the clerical level, work-study opportunities at the subprofessional level, and an internship program new to the Library at the professional level. In addition, at the professional level a new program seeks to recruit "ombudsmen" to establish better coordination with various university programs for the disadvantaged and to provide assistance in the use of the Library on an individual basis to disadvantaged students.

The programs outlined above are representative of many that are operating or developing elsewhere. A thorough survey would doubtless reveal many other interesting and promising approaches.

VI. Random Observations

1. There are obvious regional differences in the minority opportunity problem. While the needs of blacks are pervasive, those of Orientials on the West Coast (and elsewhere), Mexican Americans and American Indians of the Southwest (and elsewhere), Cubans and Puerto Ricans of the Eastern Seaboard (and elsewhere) present somewhat different aspects of the general problem.

2. Possibly the most comprehensive minority opportunity program functioning in a university library today is the one at the University of California (Berkeley). The program is of the affirmative action type and is showing definite results on the basis of its first semi-annual report. There is no state or university-wide plan operating in California and, as a result, the programs in effect at U.C.L.A. and elsewhere in the California system vary widely from the one at Berkeley and from one another. This reinforces the view that the problem is in the province of the federal rather than state governments.

3. Most respondents emphasize that qualified minority candidates are extremely hard to find. This suggests that special efforts must be made in the educational sphere, but it also provides an alert to the danger of assuming that minority opportunities are somebody else's responsibility.

Increasingly, libraries, like all other employers, will be asked to modify their requirements so that persons with imperfect qualifications will not be denied opportunities for which they can ultimately become fully qualified.

The following may help to illuminate this point. At one university a library staff member, replying to a questionnaire, stated: "I do not think people should be hired or not hired because they are members of a minority group. People should be hired because they are qualified for the position." At first reading such a statement has a ring of fairness and impartiality, but when members of minority groups find it difficult, if not impossible, to become "qualified" then such a statement can be viewed as empty and invalid and merely supportive of the status quo.

4. Related to (3) above is the question of aptitude and other psychological tests where these may be used to help determine the fitness of applicants for library positions. In business and industry the propriety of applying such tests to members of minority groups has long been in question. It is a matter of record that blacks generally score lower than whites in tests, but it is coming to be recognized that such results can be expected where cultrual backgrounds vary widely, and it is now thought that for this reason the tests are often not a fair or valid measure of true ability. As a consequence many companies have drastically modified or abandoned altogether their testing procedures.

For libraries the important point to be gleaned from this is that an apparent deficiency in the qualifications of a minority candidate may not in fact prove to be disabling to performance on the job.

5. Plans for improving employment opportunities for minorities seldom originate within libraries. Those affecting the supporting staff are often a part of a broader program designed to deal with the clerical staff throughout the institution. A corollary is that programs for professional librarians from minority groups are more often the responsibility of the library--and for this reason there is considerable variety in these programs.

VII. Conclusion

The ramifications and complexities of the minority opportunity problem are such that it is extremely difficult to discuss the problem in brief compass. From a too brief and too random study a few apparently stable facts do emerge. First, members of minority groups must be allowed greater access to positions in libraries. Second, plans to improve opportunities for members of minorities will be imposed from outside if they are not developed voluntarily from within. Third, minority opportunity plans can be effective in dealing with the problem but much in addition must be done

APPENDIX B

in the educational sphere. Fourth, good plans involve good personnel administration which, in turn, involves money; however, much can be achieved at little or no cost to improve staff attitudes towards minority opportunity programs and towards minorities themselves.

John P. McDonald

March, 1970

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ADDENDUM A

EXAMPLES OF PROGRAMS

I. Harvard

1) Appointed Clifford Alexander, black member of Board of Overseers, to make study and develop program.

2) Personnel Office is setting up training program financed partially by federal government (Manpower ACT MA - 5, May, 1969). College library will be taking on four trainees. This will train disadvantaged persons for clerical jobs in University.

3) Library committees appointed by Mr. Bryant to make recommendations for increasing minority group representation in Library's Intern Program and in nonprofessional ranks of staff. Committee studying Intern Program has been discussing possibility of a joint recruiting effort with School of Library Science at Simmons College.

II. University of Oklahoma

1) Sent questionnaire to faculty, classified employees, and student assistants. Of 225 questionnaires distributed, 115 were returned.

2) Suggested that a legal definition of what percentage of American Indian blood qualifies a person as belonging to that ethnic group. It was suggested that the national Civil Rights Act of 1964 should be consulted as an aid to the committee.

3) At faculty level: minority representation seems to be result of "under effort." Recommend that every effort be made to seek out qualified professional librarians who happen also to be members of minority groups.

4) Classified: Recommend that libraries be willing to provide extra training for those with potential who may have been handicapped by unequal education opportunities.

5) Student Assistants: Recommend better distribution of minority groups throughout working parts of libraries.

6) Grievance Committee: Recommend that such committee be established as an outlet for those who feel unfairly treated for any reason; fluctuating membership to provide for some "peers" of complainant.

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III. Columbia University
Affirmative Action Council has policy to:

1) Include a statement of equal employment opportunity in all "Help Wanted" ads and to maintain a file of ads at each employment location as evidence of adherence to the policy.

2) Place ads on a programmed basis in media which reach minorities and to allocate an increasingly large share of classified ad budget to this end.

3) Develop closer communication with responsible neighborhood organizations and agencies and to list job opportunities with them.

4) Participate in "job fairs" and other neighborhood efforts to open up employment opportunities for disadvantaged.

5) Notify employment agencies, when used, of firm commitment to non-discrimination.

6) Intensify efforts to broaden sources of supply, with special emphasis on recruiting at schools and colleges with heavy minority enrollments.

7) Display Equal Employment Opportunity posters at each employment location.

8) Provide a courteous reception to any applicant for Columbia employment and record reason for failure to employ when employment is not possible.

9) Continuously evaluate testing programs as regards their relevance to performance in positions for which tests are being administered.

10) Realistically assess job specifications and encourage employing departments to consider minority applicants with lesser skills.

11) Evaluate regularly the racial mix of applicants and maintain a record at each employment location of number of applicants by racial and ethnic groupings.

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ADDENDUM B

SOME USEFUL REFERENCES

I. Published Sources

1) Affirmative Action Guidelines, prepared by Plans for Progress, 1800 G Street, N.W., Washington, D. C. 20006, n.d.

2) Barrett, Richard S. "Gray Areas in Black and White Testing," Harvard Business Review, 46 (January-February, 1968): 92-95.

3) Haynes, Ulric, Jr. "Equal Job Opportunity: the Credibility Gap," Harvard Business Review, 46 (January-February, 1968) 113-120.

4) Kirkpatrick, James J. Testing and Fair Employment: Fairness and Validity of Personnel Tests for Different Ethnic Groups. New York, N.Y.U. Press, 1968.

5) Lockwood, Howard C. "Guidelines for Selection," (Developing Fair Employment Programs), Personnel, 43 (July-August, 1966): 50-57.

6) McLain, Gerald A. "Personnel Testing and the EEOC," Personnel Journal, 46 (July-August, 1967): 448-452.

II. Unpublished Sources

1) Northwestern University. Affirmative Action Compliance Program, June 19, 1969. [8 pages, mimeo] and letter response from Clifford E. Minton, Contract Compliance Specialist, U. S. Office for Civil Rights, dated October 8, 1969.

2) University of California (Berkeley), General Library. Minority Opportunities in the Library (Administrative Manual 10), 1 July 1969, and Six-Month Report on Minority Opportunities in the Library covering the period from 1 July 1969 through 31 December 1969.

APPENDIX C

LIBRARIES IN AN AGE OF LEGISLATIVE INVOLVEMENT: SOME INFORMATION AND COMMUNICATION PROBLEMS

A Report of the Subcommittee on Political Action
of the ARL Federal Relations Committee

Introduction

During the past decade, there has been an unprecedented amount and range of legislation involving libraries, both on the federal and state levels. This suggests that there is ample justification and need for ARL librarians to become increasingly politically active. This political activity, of course, would have to be consistent with the status of the Association as a nonprofit, tax-exempt, higher education Association.

The political action which is suggested might take a number of forms. For example, it seems reasonable to suggest that directors of ARL libraries should make an attempt to develop a "current awareness service" on libraries and their needs for their Congressmen and Senators in Washington, and their representatives in state government. Many legislators do not understand problems faced by research libraries and would welcome the views of individual librarians on specific legislation which would have an impact on library services. It also is possible through this type of communication to develop a personal relationship with one's political representatives. This, in turn, would make it easier to approach elected officials and executive staff on library matters. In short, each library should do its utmost to make its problems and its services as visible as possible to those who control the public purse.

Another potentially beneficial activity may well be the establishment of a committee of professional staff in each library which would concern itself with national and state legislation affecting libraries. Such a committee could provide such useful information to the director and to the library staff as a whole. It also could "watch-dog" impending legislation, provide assistance in drafting letters to Congressmen, solicit support of the larger academic community for library legislation, and assist in telephoning other libraries when rapid reaction to pending legislation is needed.

Some Information and Communications Needs of the ARL

When problems involving pending legislation arise, as they have almost weekly during the past few months, the ARL staff often needs to identify individuals within the Association who have access to a key person in Washington. For example, some library directors may already know their Congressman on a personal basis or they may know a person within the Executive Branch who would be interested in specific library legislation. If the

directors do not have these contacts themselves, they may be aware of persons within their universities or local communities who do have them and who would be willing to act on behalf of the libraries.

The ARL staff would find this information about "who knows whom" useful, and has discussed the need to gather and organize this information into a continuously updated file. Legislative schedules are often such that a particular piece of legislation or a committee hearing may reach a crucial stage with little notice. Immediate action is often imperative, and usually there is not time to search out the appropriate person who would be able to provide assistance.

On other occasions, there is a need to generate widespread response from librarians regarding particular legislation. In such cases, letters, telegrams and phone calls to members of Congress or members of their staffs must be dispatched quickly if they are to be effective. Sometimes only Congressmen from certain states need to be contacted. Either way, it is most difficult for the ARL staff to know to whom to turn when time is of the essence.

It may be desirable, therefore, to establish a state and/or regional telephone network of those ARL librarians willing to participate. This network might operate in the following manner: When necessary, the ARL staff would call a few librarians located in different parts of the country. They would have the responsibility of contacting other librarians, who, in turn, would call additional previously designated libraries. Such a network could be established at various levels, so that when widespread action was necessary it could go beyond ARL libraries to include other major or even all academic libraries within a particular state or region. Participation in a telephone network obviously would have to be entirely voluntary.

If the membership thinks that such action is justified, certain steps might be taken to implement this proposal.

1) A questionnaire could be compiled and sent to all ARL representatives to ascertain those individuals who have "political contacts."

2) A design for the suggested telephone network could be undertaken, possibly with the help and guidance of at least one individual from each state.

3) Each ARL representative might give serious thought to what he can do to become more politically aware and active with regard to both library legislation and higher education legislation as a whole. Each representative might consider what he could do to establish closer relations with his state and national representatives. If his university or governing board has a person on its staff with the specific responsibility of working with

legislators, he could be contacted and made aware of the interest of the library. In addition, directors of ARL libraries may wish to consider establishing the aforementioned "Legislative Action Committees" within their libraries.

W. Carl Jackson

June 25, 1970

APPENDIX D

REPORT OF THE ARL REPRESENTATIVE ON THE
ADVISORY COMMITTEE TO THE
CENTER FOR THE COORDINATION OF FOREIGN MANUSCRIPT COPYING

The Impact of the American Revolution Abroad, and the microfilming of late 19th and early 20th century material in the Austrian State Archives were the two major projects on which the Center's staff worked in the past year.

The Impact Project is in two parts: the compiling of lists of private and official collections illustrating the influence of the American Revolution in Western Europe, and the microfilming of these collections. In order to obtain an idea of the scope of the material and the costs involved, George Kent, the head of the Center, went to London, Paris, Cologne, and Amsterdam in November 1969 to consult with scholars in the field of American studies and to obtain their cooperation. As a result, Professors Claude Fohlen in Paris, Enrich Angermann in Cologne, den Hollander in Amsterdam, and W. E. Minchinton in London have agreed, together with some graduate students, to assist the Center in such a project. The time estimated for the compiling of lists is between twelve and eighteen months; the cost will be about $40,000.

The Austrian project involves, as a first stage, the microfilming of 200,000 frames of documents in the British, French, Russian, and Prussian files in the Austrian State Archives for the period 1848 to 1918. Estimated cost for five or more participants (including one copy for the Archives) is $2,528.60 per member. Seven institutions have expressed their readiness to join this project and two more are considering it. The project will get under way within the next few weeks.

The fall 1969 issue of News from the Center was devoted to France and had articles by French librarians and archivists, as well as by American scholars. The spring 1970 issue will be devoted to Latin America.

Leslie W. Dunlap

May 19, 1970

APPENDIX E

REPORT OF THE ARL FOREIGN NEWSPAPER MICROFILM COMMITTEE

The committee met on January 19, 1970, during the midwinter meeting in Chicago, and discussed the revised preliminary report of the Study to Develop a National Foreign Newspaper Microfilm Program. Mr. Norman Shaffer, who conducted the study, reported strong interest on the part of a number of ARL libraries in such a program. The committee discussed possible funding for the program; the expansion of the ARL Foreign Newspaper Microfilm Project; the mechanism for making use copies available through loan or sale; the possibility for making a master negative from positive film borrowed from abroad; and the desirability of updating the microfilming specifications at the Library of Congress. (LC is proceeding actively on the latter.)

The final report was distributed to the committee in preparation for a meeting on June 30 in Detroit, at which time follow-up action will be discussed.

John G. Lorenz

June 8, 1970

APPENDIX F

REPORT OF THE ARL COMMITTEE ON COPYING MANUSCRIPTS AND UNPUBLISHED MATERIALS

1. The committee has continued in the stance of observer described in my last report (January 14, 1970). It has noted the following developments within its area of responsibility:

a. The New York Public Library has adopted new rules for photocopying unpublished materials. These soften the restrictions imposed in August 1968, which led indirectly to the establishment of this committee, and are the same as those used by the Library of Congress.

b. My previous report mentioned the 1st session of the Folger Library Photoduplication Conference, October 25, 1969, which was attended by a number of the members of this committee. The 2d session of the conference was held at the Beinecke Library, April 25, 1970, where it (i) adopted the name, "Rare Book Libraries Photoduplication Conference"; (ii) adopted a statement on physical quality, editorial quality, and administration of quality control with respect to publication of materials (apparently both published and unpublished, but with emphasis on the first); and (iii) designated a technical committee to draft a code for control of physical quality of photoreproductions. The minutes of this conference have not as yet been distributed.

c. The Ad Hoc Committee on Manuscripts of the Rare Book Section of the Association of Colleges and Research Libraries (ACRL) has been continuing the studies to which reference was made in my previous report, and has generated the "Statement on Legal Title" and the "Revision of ACRL Rare Books Section Statement of Legal Policy Regarding Appraisals" for discussion at the ALA Conference in Detroit, June 1970.

2. Although the present committee's title would seem to limit its purview to manuscripts and unpublished materials, the fact is that it came into being because of the need to update two of the Association's policy statements: "Materials Reproduction Code, 1940" and the "Use of MSS by Visiting Scholars, 1951." From the policy point of view, there is of course much overlap between manuscripts and rare books, and between rare books and not-so-rare books. It would seem reasonable, in consequence, to combine in one statement library policy with respect to both access and reproduction (including reprinting) of all classes of material, making distinctions with respect to one class or another as necessary or appropriate.

3. However, this is not the trend elsewhere. A number of groups are working on problems of access or of reproduction with respect to manuscripts or books, but typically on just one aspect of the problem. The active groups which have come to my notice are:

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a. Rare Book Libraries Photoduplication Conference (see 1, b, above).

b. Ad Hoc Committee on MSS, Rare Book Section, ACRL (see 1, c, above).

c. Joint Committee of the ABPC (American Book Publishers Council, now AAP, Association of American Publishers) and RTSD (Resources and Technical Services Division, ALA). This group is reported to have held a meeting on reprinting in New York on April 23, 1970.

d. The Reprint Committee of RTSD. This committee issued in April 1968 "Lending to Reprinters: a Policy Statement," published in Library Resources and Technical Services 12 (Fall 1968). The committee is holding two program meetings (on June 2, 1970) at the ALA Conference in Detroit.

e. Choice, the book selection journal of ACRL, is believed to be developing criteria for evaluating micropublications.

f. The May 15, 1970, agenda of the Gnomes (a body consisting of the librarians of a number of non-state-supported universities) included the topic, "A Research Library Reprint Program."

4. Accordingly, it would appear to be the task of the present committee to explore the feasibility of consolidating the views of all groups into a single statement which might win acceptance as general library practice and which might cover most contingencies.

Verner W. Clapp

June 11, 1970

APPENDIX G

REPORT OF THE ARL NATIONAL SERIALS PILOT PROJECT

The following items reflect the current status of the project.

1. We have developed both automated and manual systems.

2. Our automated systems have been tested and debugged.

3. The MARC programs for the Library of Congress internal serials format have been rewritten in COBOL, tested and debugged.

4. SKED (Sort Key Edit) has been rewritten in COBOL, tested and debugged.

5. Programs have been written, tested and debugged to produce lists of valid Standard Serial Numbers beginning with any given number and ending with any given number, and these programs will, in addition, automatically check the validity of each Standard Serial Number.

6. We have obtained from the National Science Library of Canada a tape containing the Union List of Scientific Serials in Canadian Libraries, 3rd edition, and we are reformatting these data to our ATS output format; it is expected that this reformatting will be completed within the next few days.

7. We have obtained from the National Library of Medicine a tape containing Index Medicus titles in the format of the Union Catalog of Medical Periodicals, and we have reformatted these data to our ATS output format.

8. The titles in the Index Medicus tape have been checked against the Canadian list, and all bibliographic verification of those 261 titles not found on the Canadian list has been completed.

9. We have MARC edited all of the Index Medicus titles not found on the Canadian list.

10. We have input via our terminal and revised the records for approximately 375 titles, complete with all linking entries, cross references and all pertinent bibliographic information.

11. As part of our system, we have added as a local system number a Standard Serial Number for each title which began publication prior to 1970; this is experimental, reflecting decisions taken last January by the Task Force and the ARL Advisory Committee.

12. Procedures have been developed for the processing of the data reformatted from the Canadian list so that in minimum time a fully MARC-edited file will be created; concurrently with the MARC editing of the Canadian file, work will be going forward on bibliographic verification of

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each title.

13. We have in hand a magnetic tape in the UCMP format containing approximately 2,500 additional NLM titles; these have been reformatted to the ATS output format utilizing existing software.

14. We are currently inputting approximately 150 verified, edited and revised bibliographic records per week, and this quantity can be expected to increase as we gain more experience; by far the major portion of our effort to date has been developmental, but we are now able to begin serious file-building.

15. We now have the capability to search our files down to, and including, the subfield level; we also have the ability to generate various printed listings, arranged as desired by various data elements and sub-arranged as required.

16. Funds are being sought to extend the project to September 30, 1971.

It should be pointed out that in most cases a single title input to our office results in the creation of a number of separate bibliographic records, owing to the fact that a separate record must be created for each title in the bibliographic history of a serial. The net result will be a file substantially larger in terms of total titles than the files received by us. It is desirable to proceed in this way in order to get as true a picture as possible of the difficulties and costs that might be expected in a National Serials Data Program while at the same time creating a file which could be used as the foundation for a National Serials Data Bank should a decision be made to proceed along those lines.

Donald W. Johnson

June 10, 1970

APPENDIX H

REPORT OF THE ARL SLAVIC BIBLIOGRAPHIC
AND DOCUMENTATION CENTER

Months of preliminary work have at last begun to bring some tangible results: 1) Two numbers of New Slavic Publications have been issued and mailed to some 1300 institutions and individuals; each listed about 160 titles of recent and forthcoming publications in almost all Slavic languages. One more number of NSP will be distributed free of charge before a subscription fee of $10 a year takes effect in September. Reactions to NSP have been very favorable and orders are beginning to come in. So far, over 20 have been received, mainly on the basis of seeing the first issue. It is expected and hoped that subscriptions will increase sharply after libraries have had a chance to look over several issues. 2) A "Dissertations in Progress" information form and a cover letter have been prepared and will be sent shortly to 100 Slavic departments in U.S. and Canadian universities which are known to offer Ph.D. programs in Slavic studies. With the cooperation of the institutions involved, we hope to disseminate information on assigned dissertation topics and thereby help avoid duplication of effort. We are in touch with British and German organizations to explore the possibility of including their dissertations as a first step in issuing a truly international dissertations in progress list. 3) Materials are being gathered for a fall issue of the Center's "Newsletter," including Slavic bibliographies in preparation, information on fugitive materials, a list of book dealers, etc.

A third full-time professional staff member has been employed and will start working in September. Mr. Howder, who worked at the Center on a half-time basis until April 30, has assumed a full-time position on the ARL staff.

E. Alex Baer

June 23, 1970

APPENDIX I

REPORT OF THE LIBRARY OF CONGRESS
TO THE ASSOCIATION OF RESEARCH LIBRARIES
MEETING IN DETROIT, MICHIGAN, JUNE 27, 1970

Legislation Relating to the Library

LC Appropriations for Fiscal 1971

Hearings on the Library's appropriations for fiscal 1971 have been held in both Houses of the Congress. The House Committee on Appropriations reported the bill on April 9 and it was passed in the House on April 13. The Senate Committee on Appropriations has not yet acted.

The House approved a total of $49,942,000 for the operation of the Library of Congress for fiscal 1971. This is an increase of $6,085,700 over fiscal 1970 appropriations. (This increase includes the $2,453,700 requested for the 1969 pay-raise supplemental.) It is $1,904,000 less than the amount requested by the Librarian of Congress.

Under "salaries and expenses," which includes appropriations for the Office of the Librarian, the Reference, Processing and Administrative Departments, and the Law Library, $21,330,000 was approved, an increase of $2,268,500 over fiscal 1970 appropriations. The supplemental pay-raise request amounts to $1,321,500; consequently the real increase is $947,000. This is $1,190,000 less than requested. The increase would allow $100,000 additional for preservation, $500,000 additional for automation, and 25 of the 98 new positions requested.

For the Copyright Office, $3,548,000 was granted, an increase of $424,000 but $146,000 less than requested. This increase will provide for mandatory increases and additional reference material, but the Committee denied the request for 15 new positions in the Copyright Office.

The bill provides $5,013,000 for the Legislative Reference Service, an increase of $878,000 but $471,000 less than requested. The budget request was for 68 new positions, and the Committee approved funds for 25.

The request of $7,598,000 for Books for the Blind and Physically Handicapped was approved. This is an increase of $601,000 over current appropriations and provides for 15 new positions.

The request of $136,000 for organizing and microfilming the papers of the Presidents was approved.

For the distribution of catalog cards, $9,000,000 an increase of $1,272,000, was granted. This includes funds for the implementation of Phase II of the mechanization of the Card Division.

The request for an additional $575,000 ($30,000 in U. S. dollars and $545,000 in U. S.-owned foreign currencies) for the Public Law 480 Program was approved, making a total of $2,377,000. The additional funds relate to the programs in India, Pakistan, and the United Arab Republic and will cover pay raises, increased costs, and increased publishing activity.

Appropriations of $1,555,200 to the Architect of the Capitol for Library buildings and grounds and structural and mechanical care, and $350,000 for Library furniture and furnishings were also approved.

Library of Congress James Madison Memorial Building

The President on March 16 signed S. 2910 (now P. L. 91-214), a bill increasing the authorization for the Library of Congress James Madison Memorial Building from $75 million to $90 million--a step made necessary by rising costs since the preliminary plans were approved. This legislation released an appropriation of $2.8 million for final plans and drawings made in the fiscal 1970 appropriations to the Architect of the Capitol but contingent on the enactment of new authorizing legislation.

In the fiscal 1971 budget a request of $15,610,000 for the Madison Building was made. The House of Representatives approved the appropriation of this money, which is for excavation, for footings for mats and walls to the first floor, and for the stone needed for the exterior of the building. If the Senate concurs in the House recommendation, the long-awaited groundbreaking should take place in the calendar year 1971.

The Office of the Coordinator of Building Planning has been re-established and the staff strengthened for the added duties that will result from stepped-up activity on the Madison Building. The Building Planning Office is responsible for all planning activities relating to present buildings and rented space, as well as for the Madison Building. Contracts for the latter will be let in three phases: 1) excavation and foundations, 2) marble and granite, and 3) superstructure. If funds are made available as they are requested, the building should be completed late in 1974 or early in 1975.

In order to make the best use of the space now available to the Library, moves for nearly 30 units of the Library have been approved and will occur during the next several months. It is hoped that these will be the last major moves before occupancy of the Madison Building.

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Title II-C Appropriations and Extension

The bill making appropriations for the Departments of Labor, and Health, Education, and Welfare for fiscal 1970 was signed by the President on March 5, 1970, eight months after the fiscal year began. The Congress approved an appropriation of $6,737,000 for the Title II-C, but a provision in the act made it possible for the President to withhold 2 percent of the funds appropriated, not to exceed 15 percent in any one appropriation made in the bill. Title II-C was discounted 15 percent, thus making $5,726,450 available for obligation during fiscal year 1970.

The House of Representatives has approved funds for the Office of Education for fiscal 1971. For Title II-C, the House approved $5,727,000. The Senate Committee on Appropriations has reported the bill, with an appropriation of $7,500,000 for Title II-C, but because of the debate on Cambodia, it has not yet been voted on by the Senate.

Various bills to extend and amend the Higher Education Act, which expires on June 30, 1971, have been introduced in the Congress. They provide for an extension of the Title II-C program. Hearings have been held in the Senate on the library provisions of the HEA, but no action has been taken. There is some discussion that this legislation will be held over to the next Congress.

Copyright Law Revision

As of mid-June 1970, the full Judiciary Committee of the Senate had not yet taken action on the copyright revision bill, S. 543, which the Subcommittee had approved on December 10, 1969. The chief obstacle to moving the bill toward enactment continues to be the issue of cable television. That issue is also of concern to the Senate Commerce Committee, which has asked the Federal Communications Commission for its views. The Commission has indicated its preference for a somewhat different approach to the issue from that taken in the copyright revision bill, but (as of mid-June) it had not yet completed formulation of its proposal.

In addition to the general provision on fair use in section 107, which refers expressly to copying for purposes of scholarship or research within the bounds of fair use, the bill approved by the Subcommittee contains in section 108 several specific provisions on library photocopying. The Association of Research Libraries and the American Library Association, at their midwinter meetings in January 1970, approved a proposal to seek an amendment to one of those provisions. The bill provides that a single copy of an entire work may be made for a user if the work is found to be out-of-print; the proposed amendment would drop the out-of-print qualification and would require only that the user state that his intended use of the copy would comport with fair use. This proposal has met with opposition from publishers.

Further action on the revision bill in the Senate is expected, but the timing is not now predictable.

National Program for Acquisitions and Cataloging

As reported above, $5,726,450 was available for obligation for the operation of the Title II-C Program for fiscal 1970. The amount that will be available for fiscal 1971 is still in question because, as stated above, no final action has been taken. The Senate report (Report No. 91-871) on fiscal 1971 appropriations for the Office of Education, dated May 15, 1970, recommends an increase of $1,773,000 over the House recommendation for NPAC. In its report the Subcommittee called attention to the considerable savings realized by participating libraries across the nation. For use in future budget justifications, libraries should report to ARL and LC specific data on the savings to individual institutions as a result of NPAC.

A recent survey indicated that of the 88 participating libraries receiving NPAC depository card sets, 52 prefer to receive the sets alphabetized by main entry as they are at the present time, while 36 libraries requested a change to a title arrangement. In accordance with the wishes of the majority, the depository sets will continue to be alphabetized by main entry. Distribution of Chinese, Japanese, and Korean language cards is now made to 39 interested libraries, and South Asian vernacular language cards to 26 recipients.

Notification has been sent to the Library's dealers to resume air-freight shipments for South African, Australian, and New Zealand NPAC materials for the remainder of fiscal 1970.

Reports from participating libraries as a result of searching orders and receipts against the depository sets continue to be an important source of acquisitions information for NPAC. From the beginning of the program through April 1970, 430,402 reports from participating libraries have resulted in orders being placed for 92,864 titles. Another benefit of this reporting procedure is that titles reported receive a higher cataloging priority because, through NPAC, LC is cataloging "on demand" for other libraries.

The Library is sounding out libraries regarding the feasibility of expanding its present NPAC multiple acquisitions program in Indonesia to include publications from Malaysia and Singapore. Participants in the Conference on Access to Southeast Asia Materials, held at the Library of Congress April 28-30, 1970, expressed a strong wish for improved coverage from that part of the world and the Library has proposed NPAC expansion along the following lines.

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Based on the most recent information, the Djakarta office anticipates acquiring from Malaysia in fiscal year 1971 approximately 200 monographs for each participant and will make available for selection approximately 200 serials and 25 newspapers. The cost per participant for a set of Malaysian publications is estimated at $1,500. In the case of Singapore a set of publications would include approximately 100 monographs and a selection from 140 serials and eight newspapers currently published, at a cost of $1,000. Administrative support for the acquisition of multiple copies in Indonesia is now divided among 10 participants. The Library of Congress continues to pay the costs it would normally pay for the acquisition of materials for its own collections, as well as the salary of the Field Director and related personnel. The present contribution from each participant of $1,000 for administration of the Indonesian program would be increased by $100, bringing the total additional amount for one complete set of publications from Malaysia and Singapore to $2,600. If the number of participants increases or decreases, the contribution for administrative support will be adjusted accordingly, but the amount for purchase of publications will not vary on that basis. Any U. S. institution interested in obtaining materials from Indonesia, Malaysia, or Singapore and willing to pay the costs of the publications and of shipping and to share related administrative costs is invited to write to the Overseas Operations Division, Library of Congress, Washington, D. C. 20540 for additional information.

Total receipts from Eastern Africa under the NPAC program have increased 22.7 percent for the first 9 months of fiscal year 1970, compared with the same period in fiscal year 1969. The Field Director of the Library's NPAC regional acquisitions office in Nairobi visited the Sudan in November 1969 and was cordially received by librarians and publishers. Subsequent visits have proven fruitful for the development of bibliographical coverage of that country. The publications acquired by this office are listed in the Accessions List: Eastern Africa. Volume two, number 4, part II was issued as a cumulative list of serials. Libraries are reminded that the accessions list is available free of charge to libraries upon request from the Field Director, Library of Congress Office, P. O. Box 30598, Nairobi, KENYA.

In the first 9 months of fiscal year 1970, over 110,000 items had been distributed by the Djakarta office to 11 participants (including LC) under the Indonesian NPAC program. The average number of pieces received by each participant is 10,093, including commercial and noncommercial monographs and serials. Fewer monographs have been distributed during fiscal 1970 than in the previous fiscal year because commercial publishing has decreased significantly due to a severe paper shortage, and because the Djakarta office was instructed for financial reasons to exercise greater selectivity with respect to textbooks, reprints, and religious tracts.

In the first 7 months of fiscal year 1970 Brazilian monographic receipts from the Library's NPAC regional acquisitions office in Rio de Janeiro have increased 61.5 percent compared with the same period in fiscal 1969. Total receipts from Brazil have increased 40 percent (from 10,682 pieces received the first 7 months in fiscal 1969, compared with 14,940 pieces received in the same period in fiscal 1970). This increase is due primarily to the fact that the Library's exchange and gift receipts are now being processed through the Rio de Janeiro office.

The Unesco Bulletin for Libraries for 1970 (volume XXIV, no. 2, March-April, and no. 3, May-June) contains a two-part study on "Shared Cataloging" written under contract with Unesco by Herman Liebaers, Director of the Bibliothèque Royale Albert 1er in Brussels and current President of the International Federation of Library Associations. In this report Dr. Liebaers describes the NPAC program to date and evaluates it in international terms.

West German titles for which there are no bibliographic entries from the Deutsche Bibliographie now make up only 40 percent of the total received from the shared cataloging office in Wiesbaden. The figure, formerly 50 percent, continues to decline. Under new arrangements, the LC office will receive the bibliographical entries from the Deutsche Bibliothek in Frankfurt at an earlier stage in the operation than previously. The Deutsche Bibliothek has estimated that its coverage of current West German publications will be 100 percent by January 1971. It is gradually completing cataloging of old arrearages and expects to have all books in that arrearage listed by the end of 1970, in time to be included in its 5-year cumulation. Under the new German Book Deposit Law, which was passed early in 1969, West German publishers are required to deposit books with the Deutsche Bibliothek as soon as they are published; that institution, in turn, is required to list them in the Deutsche Bibliographie. The Bundestag is expected soon to pass an amendment to the law to cover details needed to strengthen the program, such as requiring deposit within one week of publication. Beginning in January 1971 the Deutsche Bibliothek plans some changes in the form and style of its entries in the Deutsche Bibliographie, bringing them more in line with the Anglo-American cataloging rules.

The National Library of Spain has recently indicated continued interest in the development of a Shared Cataloging Program for Spanish publications. If adequate funding is available, such a program will be given first priority.

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Public Law 480 Programs

Lists of P. L. 480 code numbers assigned from 1962 through 1968, providing corresponding printed catalog card numbers, are now being prepared by each P. L. 480 office, except for Yugoslavia, which has never assigned special code numbers. This will enable participants to identify and order printed cards which they may have failed to receive and will facilitate the matching of printed cards and publications in those cases in which the printed cards lack a P. L. 480 code number. The first list, including numbers assigned by the New Delhi office to Arabic, Assamese, Bengali, and Gujarati publications, was distributed to participants in May.

LC expects to continue the P. L. 480 Program in Israel at the current level through fiscal 1971. Monographs and pamphlets are currently distributed to 20 participants, including LC.

In the United Arab Republic, acquisitions have continued to increase steadily. During the first 10 months of fiscal 1970, 50 percent more monographs were acquired than during the same period in fiscal 1969. The Cairo office is now attempting to provide complete coverage of six Lebanese publishers, two Syrian publishers, and one Iraqi publisher.

Discussions between Polish authorities and officials of the American Embassy in Warsaw concerning the proposed P. L. 480 Program in Poland have resumed, but there is as yet no evidence of significant progress.

Exchange and Gift Division Activities

Non-GPO Imprints

The Exchange and Gift Division has completed work on editing Non-GPO Imprints Received in the Library of Congress July 1967 through December 1969: A Selective Checklist, and has sent the finished copy to the printers. Prepared by the staff of the recently established Federal Documents Section, the new publication covers selected non-GPO titles received in LC under Bureau of the Budget Bulletin 67-10 or by general distribution from the issuing agencies.

Because the checklist is intended to include only those items for which bibliographical data is not available, items that fall within the scope of the Monthly Catalog of U. S. Government Publications, Nuclear Science Abstracts, Scientific and Technical Aerospace Reports, U. S. Government Research and Development Reports, and ERIC's Research in Education are omitted. Nor is the checklist designed to serve as a

comprehensive listing of all non-GPO imprints or to function as a complete supplement to the listing in the Monthly Catalog. Rather, it is a selective list of U. S. Government publications of research and informational value that fall outside the scope of the established catalogs named. Purely administrative issuances have been eliminated. It is hoped that it will provide its users with a more complete picture of the range of U. S. Government publications.

All titles listed have been cataloged with the actual publication in hand. The entries are under the name of the corporate body responsible for the work. Anglo-American cataloging rules have been followed in establishing corporate headings. The entries, however, do not necessarily correspond to those established by the descriptive catalogers in the Library of Congress. In all, over 1,300 titles are listed.

Present plans call for Non-GPO Imprints to be issued soon after July 1, 1970. Sales distribution will be handled by the Library's Card Division at an anticipated price of $1.25 a copy. Whether there will be subsequent issues of this publication will depend upon public response and funding.

Non-GPO Listings in the Monthly Catalog of U. S. Government Publications

The Federal Documents Section of the Exchange and Gift Division reports a continued trend toward listing in the Monthly Catalog the majority of non-GPO titles sent to its editors for consideration. Of the 1554 "in scope" titles sent by the section to the Monthly Catalog editors from July 1967 through April 1970, 1,425 titles, or 91 percent, were selected for listing. The editors rejected 41 titles (3 percent) and returned 88 titles (6 percent) as duplicates of materials they had already received from other sources. The 41 rejected titles were included in Non-GPO Imprints.

The State Documents Section

The Monthly Checklist Section has been redesignated the State Documents Section. This change reflects the recent assumption by the section of the primary responsibility for the Library's acquisition of documents issued by the various departments, bureaus, and other administrative agencies of the 50 States as well as of the territories and insular possessions of the United States. The State Documents Section will, of course, continue to edit the Monthly Checklist of State Publications.

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Cataloging

It is expected that this fiscal year's output of titles cataloged for printed cards will run a little above the preceding year's total of 212,000 titles. This achievement was made possible by the decision to make the reductions in personnel necessitated by the uncertainty of the amount of funds that would be available for Title II-C in fiscal 1970 among the ranks of subprofessional supporting staff. Although this created problems in maintenance of precataloging controls and other files, the trained professional cataloging staff was retained and will have exceeded any previous year's production.

Greater emphasis has been placed on the cataloging of American imprints during this fiscal year. Not only are all current receipts entering the cataloging stream immediately but work is proceeding on clearing up many titles that became backlogged in fiscal 1969. Furthermore, a revision of the Library's system of priorities now under consideration is expected to result in eliminating the protracted delays now involved in the printing of cards for some American trade publications.

Classification Schedules

In April 1970 the fourth edition of Class N (Fine Arts), which incorporates all the additions and changes up to October 1969, was sent to the printer. It should be available for distribution in August and will be for sale by the Card Division for $3 a copy. This schedule, a thorough-going revision of its predecessors, is the first in a series of new editions which employs a new format. It is being reproduced by photo-offset from typewritten camera copy, on one side of the page only. This type of reproduction offers a considerable saving in typesetting costs and proofreading time and it provides a suitable format for libraries to make annotations, to punch it for a loose-leaf binder, and to insert pages from the L. C. Classification--Additions and Changes for updating.

Simultaneously work has been progressing on new editions of Class T (Technology) and Class Q (Science). About 40 percent of the typewritten camera copy for the text of Class T has been prepared. This fifth edition, with a minimum of revision, will consist primarily of the material found in the fourth edition with the integration of additions and changes to July 1969. Preliminary work necessary for the preparation of the sixth edition of Class Q has been completed. Updated terminology has been used in captions, without disturbing the existing structure of the schedule, and minor changes have been made. It will include all the additions and changes to July 1970. Publication of both schedules is expected in 1971.

The typescript of the second edition of the Outline of the Library of Congress Classification is now being prepared for reproduction by photo-offset and should be off the press by late summer. This revised edition will be more detailed and will reflect the more important developments in all schedules, with particular emphasis on Class Q and Class T. The Card Division will make a limited number of copies available on request. The 17 x 11-inch cardboard display chart representing an abbreviated outline of the LC classification system was published in December 1969 and approximately 2,300 copies have been sold so far from the initial press run of 5,000 copies.

Class K

In response to numerous demands from law libraries as well as other libraries that are adopting the LC classification for their collections, it was decided to prepare an Outline Scheme for Class K as a whole which shows the future arrangement of the subclasses and the principal notation, i.e., the notation for those areas and major political jurisdictions to be represented by combinations of two or three letters. The assignment of the numerical notation must await the development of the classification for the individual jurisdictions. In the meantime the letters may facilitate a provisional shelf arrangement for the publications to be classed in Class K, as well as the use of the collections during the completion of this schedule. The Outline Scheme is now being given editorial review for reproduction and subsequent distribution. Meanwhile, a synopsis of the Class K Outline Scheme has been published as part of the January-March 1970 L.C. Classification--Additions and Changes (List 157).

As a result of the preparation of an overall notation scheme, the letters KD have been assigned to British law in lieu of KE as originally envisaged. The draft of Subclass KD has been completed and is being reviewed; upon completion, the notation, form divisions, etc., will be assigned. Since editorial work will require several months, this schedule cannot be expected to be available before the end of 1970. Upon completion of Subclass KD, it is planned to work on the development of Subclass K, which covers the philosophy of law, jurisprudence, comparative law, and other general subjects.

Since February 1970 work on the preparation of the subclass for German law has been in progress. It is hoped that this schedule will be suitable to serve as a general model for the law of other civil jurisdictions.

In February 1970 a fourth segment of the Class KF Shelflist, resulting from the retrospective classification of holdings of the Law Library in the field of United States law (i.e., publications cataloged before March 1967) was made available to libraries desiring to assign LC call numbers to their collections. This portion of the KF

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Shelflist consists of electrostatic positive prints on 3x5 inch cards, with call numbers written in the upper left-hand corner. A fifth segment of the retrospective Class KF Shelflist, comprising approximately 2,500 cards, will be made available for distribution by the Photoduplication Service in August 1970.

Subject Headings

In preparation for the next edition of the LC list of subject headings and for the purpose of ordering a grid for Linotron photocomposition, the editorial task of identifying and verifying the diacritical marks and symbols used in the seventh edition and the supplements through 1968 was completed in January 1970.

Cataloging-in-Publication

Preparatory work to determine the feasibility of a renewal of Cataloging-in-Source, renamed Cataloging-in-Publication, proceeded to its final stages during the past 6 months. LC staff laid plans for the methodologies they would follow in executing such a program and formed estimates of the increased processing costs that would be involved. Several meetings were held with Verner W. Clapp, who is investigating the willingness of publishers to participate and the probable impact on American libraries' processing operations should the bulk of American trade books contain LC cataloging information. Robert W. Frase, Senior Associate Managing Director of the American Book Publishers Council, attended several of these meetings and Leonard Schatzkin of McGraw-Hill was helpful in providing information about book-production routines of publishers and the ways and means that Cataloging-in-Publication might be effectively geared into these routines. By mid-May questionnaires designed to provide the needed information had been prepared and mailed out to publishers and to a sampling of libraries of all types and to commercial and cooperative library processing organizations.

Card Distribution Service

Service to card subscribers has improved steadily since January 1970, and continuing gradual improvement may be expected over the coming months. As a consequence of the reprinting program initiated in late 1969, it is now possible to fill approximately 15 percent more orders at initial receipt than was possible 6 months ago. However, predicting the demand and keeping the right titles in stock continues to be a problem. During the month of May, turn-around time from receipt of order to shipment averaged 10 working days for in-stock titles. A turn around time of 7 working days continues to be the goal toward which the Card Division is working.

It is estimated that order slips received during the fiscal year ending June 30, 1970, will number approximately 11,000,000, down slightly over 2,000,000 from the 13,400,000 order slips received in fiscal 1969. Present estimates indicate, however, that 63,000,000 cards will be sold by the end of fiscal 1970, approximately the same number as were sold during the previous fiscal year.

Card Division Mechanization Project

As reported in January, the implementation of Phase II is expected late in the calendar year 1970 or early in 1971. The volume of orders to be processed through this system will depend on the progress made by MARC and by RECON (Retrospective Conversion) before November of this year. Present estimates indicate slightly more than 200,000 English-language titles should be in the machine-readable data base by the time Phase II is implemented.

The Videocomp photocomposition machine, computer, and related Phase II equipment configuration are scheduled for delivery and installation by November 30. A contract for the computer programs that will convert the MARC data base into a composition format for printing cards has been awarded. These programs are scheduled for completion by the time the Phase II equipment is installed. A full-scale trial will be executed before Phase II card reproduction and distribution becomes operational.

Once Phase II becomes operational, a dual system of card reproduction and distribution will be in effect: printing on demand for those titles in the machine-readable data base, and filling from stock prepared by letter press for all other titles. Because adequate control can be exercised through the existing Phase I system, no disruption of the card distribution service is anticipated during the start-up period for Phase II.

Wholesale Card Order Prices

Prices for wholesale card orders have been adjusted downward on the following sliding scale:

5 to 25 sets of the same title	$0.20 per set
Additional sets of the same title ordered at the same time	$0.10 per set

As a consequence of this price revision, the number of wholesale orders has increased. Librarians are the ultimate beneficiaries of this service because most publishers and jobbers who purchase wholesale sets of cards make them available with the publication at no additional cost to the purchaser.

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Machine-readable Order Forms

The response to the requirement that all orders be submitted on machine-readable forms after March 1 of this year has been good. There have been relatively few complaints about this requirement and users of the forms have followed instructions so capably that fewer than 5 percent of the order slips received are rejected by the machines. Rejected slips are encoded by Card Division personnel using devices that print subscriber and card numbers in characters similar to those which appear on bank checks. The encoded slips are then reentered into the system for processing.

Book Catalogs

A special effort is being made to reduce the publication lag in the annual issue of The National Union Catalog. Additional editorial staff has been detailed to work on the 1969 issue. Also, a majority of the National Union Catalog staff has worked overtime since March in order that the editing and page-copy preparation can be completed at the earliest possible date. By May 8, copy for volumes 1-5 (A-Inter) had been delivered to the Government Printing Office. These first volumes of the 1969 annual will be mailed to subscribers as soon as they are printed. Two additional mailings will be made. The second mailing will be of volumes 6-10 and the last mailing will be of volumes 11-14, which should be in the hands of subscribers by early November.

Work on the quinquennial cumulation (1965-69) of Books: Subjects is on schedule. Camera copy for the first seven volumes was shipped to Edwards Brothers on May 26. All cards from previous 1965-69 issues have been interfiled and more than half of these trays of cards have received final editorial review. Preparation of page copy is almost one-third complete. Approximately 8,000 pages of an estimated total of 27,000 pages have been mounted. It is expected that the last of this camera copy can be delivered to the printer before the end of this year and that the finished 42-volume set can be shipped to subscribers early in 1971.

Publication of the Pre-1956 National Union Catalog

By May 26, 1970, the National Union Catalog Publication Project had forwarded to Mansell Information/Publishing, Ltd., 71 shipments containing 2,017,298 edited cards. This represents material for more than 125 volumes, 80 of which have been distributed, with 4 volumes reserved for the Bible. The cordial reception accorded the first letters of the Catalog has been greater than had been anticipated. Reviews in the library press have been gratifying.

Expansion of the Main Catalog

The Main Catalog, totaling approximately 15-1/2 million cards, has been expanded from 12,849 trays to 21,257 trays with a capacity of approximately 30 million cards. The move should provide for a minimum of 10 and a maximum of 20 years' growth. The additional 8,408 trays were made available for the Main Catalog with the transfer of the Union Catalog into new quarters.

Standard Serial Number

In furtherance of the Library's acceptance of responsibility for assignment of the Standard Serial Number, provided that the necessary resources are made available to LC for this purpose, the Serial Record Division has concentrated its attention during the past few months on two related goals: a study of the steps involved in implementation of the numbering scheme now in the process of adoption by the American National Standards Institute (ANSI), and a study of the relationship of the numbering system to the Library's eventual development of an automated serial information system.

Studies have convinced LC that the long-range objective of assigning and maintaining the SSN cannot be separated and that work should proceed concurrently toward both goals, to the degree that resources permit. As a consequence, the Serial Record Division is experimenting with the development of a machine-readable data base of bibliographical information about serials by inputting data on titles in the January 1970 issue of New Serial Titles, using the MARC serials format developed and published in 1969 by LC. The SSN, developed by ANSI's Z-39 Committee, will constitute one element in this data base.

Because the assignment of the SSN is tied to serials cataloging policies and procedures, certain changes in LC's cataloging processes are under consideration, and the experimental effort will offer opportunity to test revised procedures and acquire some of the needed cost data. Current plans call for cataloging new serial titles under revised procedures, assigning an SSN, converting the bibliographic portion of the records for new titles to machine-readable form, and placing these records in a new file. At the same time it is hoped that some testing can begin on application of the techniques to retrospective serial titles, although initially the main effort will necessarily be limited to the new titles (approximately 15,000 a year), which are sufficiently varied for a useful pilot project. The Library believes that this approach will best serve the needs of the external community while it is building valid data to feed back into plans for a larger scale automated serials program.

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Technical Processes Research Office

Steadily mounting difficulties in constructing, maintaining, and using the catalogs of the Library of Congress make it imperative to develop more rational rules for file arrangement. As a contribution to the resolution of these difficulties, the Technical Processes Research Office (TPR) has prepared a working paper that examines the problem and proposes an approach that will allow a relatively small number of rules to be applied with the expectation of a high degree of consistency. The underlying principle is that elements of a filing entry are to be arranged as they appear, with few exceptions. The present practice of normalizing variant forms by treating them as if they were spoken or existed in a consistent form would be abandoned.

The proposed rules do provide for grouping entries that would otherwise be difficult to find if a user did not know the precise form of the heading. Headings for persons, places, corporate names, and titles beginning with the same word or words would still be grouped separately. Categorization of subject headings by structural form and grouping of subject subdivisions by function (chronological, form and subject, geographical) also would be continued.

Although formulated to be serviceable in manually produced catalogs, the proposed rules have a consistency that should make them amenable to programming to produce the desired arrangements by computer.

The working paper has been subjected to searching evaluation and discussion by key staff members of the Library. Reaction to the basic approach has been highly favorable. The few modifications that have been suggested are being incorporated in a revised version. Policy decisions with respect to the time and circumstances for implementing any new rules for filing arrangement have yet to be made.

In the area of subject control, TPR has continued its efforts to develop techniques for systematic analysis of subject headings, their reference structure, and their relation to the LC classification. The following studies are representative of these activities.

A computer printout of class numbers associated with headings in the seventh edition and first supplement to the Library of Congress Subject Heading List (LCSH) is being used to explore the relationship between the two basic means of subject control.

Preliminary work has been done on devising a simple technique for displaying the relationships among LC subject headings by dendritic diagrams (sometimes called tree structures). This type of display will be a valuable aid in analyzing the reference structure of LCSH with a view to making it more consistent.

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The set of term relation designations developed by TPR has been expanded to facilitate comparison of the structures of a wider range of indexing vocabularies. As a case study, term relation designations for selected LC subject headings have been converted to standard form by computer to permit comparison of those headings with terms in the National Agricultural Library Agricultural/Biological Vocabulary.

TPR is involved with the RECON Project. The Specialist in Technical Processes Research continues as a member of the RECON Working Task Force, which recently completed the first of four studies to elaborate ideas set forth in the original report. TPR has also contributed to the project by making cost analyses of alternative means of microfilming RECON source documents, converting the data to machine-readable form, and carrying out the catalog comparison process.

Automation

MARC

The MARC Distribution Service completed its first year of operation in March 1970. On a weekly basis, it has provided bibliographic records in machine-readable form for all English-language monographs currently cataloged at the Library of Congress. The MARC data base contains over 71,000 records at the present time. With the beginning of the new subscription year in April 1970, the price of the distribution service was raised to $800 per annum.

In April 1970, the fourth edition of Books: A MARC Format was issued. The previous editions of this format had been published under the title Subscriber's Guide to the MARC Distribution Service. Copies of this document are available from LC's Card Division. Maps: A MARC Format and Serials: A MARC Format are in press at the Government Printing Office and are expected to be available for general distribution soon. Two other formats, Motion Pictures, Filmstrips, and Pictorial Media Intended for Projection: A MARC Format and Manuscripts: A MARC Format, are being prepared for publication. Another document to aid potential MARC users is the second edition of MARC Manuals Used by the Library of Congress, which is in press and will be available from ALA. It contains photo-offset copies of the following manuals: "Books: A MARC Format," "Data Preparation Manual: MARC Editors," "Transcription Manual: MARC Typists," and "Computer Magnetic Tape Usability Study."

The Z39 SC/2 Format for Bibliographic Information Interchange on Magnetic Tape, which was developed concurrently with the MARC II communications format, has been adopted as a national standard by the American National Standards Institute. The TC/46 Working Group of the International Standards Organization met in Sweden on May 27-29, 1970, to discuss the Swedish representation of the ANSI Z-39 document. The ANSI format was recommended to TC/46 to be adopted as a proposed International Standards Organization standard.

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LC has been developing a technique called "format recognition," which will allow the computer to process unedited catalog records by examining the data strings for certain keywords, significant punctuation, and other clues to determine the proper content designators. The manual editing process in which the content designators are assigned is a detailed and tedious task, and it was felt that there would be a considerable savings in cost by shifting some of the work to the machine for both the current MARC production and any retrospective conversion project. Coding of the format recognition program has begun and is expected to be completed late in 1970. A detailed report on the format-recognition process will be published.

RECON

The RECON (Retrospective Conversion) Pilot Project was formed during the summer of 1969 to test various techniques for retrospective conversion in an operational environment. Test data for the project are the bibliographic records for English-language monographs which were cataloged in 1968 and 1969 but were not included in the MARC Distribution Service or were not in machine-readable form.

The conversion of the 1969 records is being done at a service bureau using IBM Selectric typewriters equipped with optical character recognition typing mechanisms. The hard copy sheets are then run through an optical character reader. The output from the optical scanner is a magnetic tape, which is run through the contractor's programs to produce a tape in the MARC preedit format. This tape is then sent to LC and processed by the MARC system programs to produce a full MARC record.

A catalog comparison technique has been implemented for RECON records whereby the LC Official Catalog is checked for revisions or changes which are not reflected on the printed card from Card Division stock. This procedure will ensure that the RECON records--particularly the access points such as added entries or subject headings--will be as up-to-date as the Library's own records. Other research efforts include the selection of 5,000 titles representing older English monographs and foreign-language titles to test various input techniques and certain aspects of the format recognition program. The older material should reveal new problems resulting from earlier cataloging rules and differing printed card formats.

Various microfilming techniques to obtain records for conversion are also being studied. An investigation of input devices has been made. This study has shown that the majority of devices now available do not satisfy the requirements for input of bibliographic data because of the limitation on the number of characters which can easily be encoded. Further testing and evaluation of the most promising devices are taking place.

The RECON Working Task Force has been directing its attention to various related projects. A study of levels of completeness for MARC records has been completed and a report will appear in a future issue of the Journal of Library Automation. Two other projects, an investigation of the implications of a national union catalog in machine-readable form and a study of the possible utilization of other machine-readable data bases for use in a national bibliographic store, are in progress.

In addition to earlier grants totaling $230,000 from the Council on Library Resources for RECON, the Library has recently received a grant of $70,000 from the U. S. Office of Education to cover certain costs for fiscal 1970.

Central Bibliographic System (CBS)

The Library continues to take the evolutionary approach in automating its Central Bibliographic System. This involves: 1) Introducing prototype automation applications into small, controlled areas to demonstrate their feasibility; 2) extending successfully demonstrated designs and techniques to other or more comprehensive areas; and 3) integrating successfully implemented automation applications into a system's context. This approach has been applied to prototype acquisition, cataloging, reference, and circulation activities at the Library.

Work is continuing in the Information Systems Office on the formulation of an overall plan for CBS. The CBS Automation Task Force reviews the progress of on-going automation activities to assess the feasibility and relative priority of planned and proposed activities and their respective time-frames. Of major importance to the Library's planning for automation are two studies undertaken during the fiscal year on computer terminals and data-base organization for the CBS.

The study on organization of a machine-readable data base serving all aspects of the Library's bibliographic operations began in July 1969 as a follow-up to the original system development study. The first phase of the present data-base study, completed in February 1970, presents a comprehensive description of the patterns of data-element utilization throughout bibliographic operations. This description has been extensively analyzed with the aid of a computer. With the completion of this portion of the study, referred to as the "logical file organization," the work is currently proceeding on the evaluation of available devices for storing the data base, trading off their performance/cost ratios against their ability to accommodate to an 18 percent annual rate of growth in the data base, which is based upon current projections of Library acquisitions.

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The objective of the second study, an assessment of computer terminals, which began in July 1969, was to determine the extent to which terminals would be available to meet the needs of the Library, to examine the technological trends in those areas deemed to hold the most promise and to examine, where the findings indicate no immediate solutions, feasible alternatives that would entail compromising Library requirements the least. The survey of over 300 suppliers found only a modest amount of progress toward development of components capable of fully meeting all of the Library's needs. Many manufacturers have concentrated their development efforts on components for numerical rather than for textual data processing. Thus, in the area of visual displays, the study found that by 1972 CRT-type devices capable of displaying 128 unique symbols (including diacritical and special marks) would probably be available as standard equipment but that devices with greater symbol repertoires, although technically achievable, may not be available due to what manufacturers claim to be lack of a sizable market for them.

With regard to the machine-coded book label (piece identification number--PIN), to which the Library looks as the key for ultimately solving massive material control problems, there are definite indications that several firms are developing suitable devices employing well proven optical or magnetic reading technologies. The study was completed in June 1970.

Legislative Reference Service

Automation of functions within the Legislative Reference Service continued in an effort to provide LRS with tools with which to supply information needs of the Congress.

LRS now has a machine-readable data base of references on national issues that is used to produce an automated Selective Dissemination of Information (SDI) System. This system, which has been modified to produce the citations on card stock instead of printed sheets, furnishes LRS researchers with personalized lists of bibliographic citations that assist them in preparing written reports to Congress. The LRS data base is also used to produce other automated tools; they include special bibliographies, book catalogs, authority lists, and information-retrieval responses.

Terminals tied into LC's Administrative Terminal System (ATS) and other automated data-processing techniques are being used in the preparation, maintenance, and production of calendars by two Congressional Committees. ATS terminals are also being utilized in LRS to transmit "rush" Congressional inquiries throughout the Service.

Contractual arrangements have been made for an on-line, full-text, information-retrieval system to be installed in the Library, and three kinds of information supplied by LRS were selected to be in the initial files in the system. A computer system was designed to support the compilation and maintenance of an indexing vocabulary to be integrated into the on-line retrieval system as a useful tool in the retrieval of information from the LRS data base.

Copyright Office Automation Project

The Copyright Office Automation Project, which began in August 1969, was initiated by the Library to improve the manageability of the large complex files and to simplify the procedures. Stated goals of the project are: the control of registrations by item rather than by fee transactions, which often comprise more than one item; the creation of a comprehensive in-process file with status and location capability; and the strengthening of the Office's fiscal, statistical, and materials-control functions. The defined scope of the project specifies the design and implementation of an automated in-process file and a fiscal-control information system in the Office's Service Division and interfacing units in other divisions of the Office. This project will be coordinated with the Order Division Project and the other Library design efforts.

Order Division Project

The first 6 months of 1970 were devoted to: 1) Planning, ordering, and installing the first equipment components and using them for program testing and personnel training; 2) planning, organizing, and writing programs both generalized (for use by other projects or divisions) and specific to execute predefined modules of the Order Division system; 3) defining and refining schedules for conversion from manual to automated operations. The programming for the accounting subsystem, under study by the Copyright Office as a possible secondary user, has been postponed until fiscal 1971 in order to concentrate the maximum effort on developing programs for the initial regular order processing and the printing of purchase orders.

Loan Division Project

On May 1, 1970, the preliminary draft of a specification for automation of the loan activity was completed. The proposed automated system provides for maintaining all loan and circulation files; accelerating the processing of loan requests and allowing for almost immediate responses to requests for materials

known to be not-on-shelf; maintaining status and location data in a shelflist file concept; rendering reference services from the circulation files; supplying automatic monitoring services for all loan transactions and circulation files; expediting automatic editing of loan and circulation data; and furnishing most loan and circulation reports, letters, messages, notices, etc. The final design specification is expected to be ready for review by July 15, 1970, with implementation of the automated loan system to begin sometime thereafter.

Other Computer Applications

Progress was made on the automated system of the Geography and Map Division (G&M) during the first 6 months of the year. The machine conversion of the G&M variable field data base tags to the MARC II tagging scheme occurred during May. The G&M data base currently numbers over 4,000 records and complete system documentation has been completed.

The Science and Technology Division's automation activities include six distinct applications of data-processing technology to bibliographic and other procedures. Four of these rely on the basic structure of the MARC format and are designed to produce: 1) Book catalogs for the Science Reading Room (Project STAIT); 2) a family of abstract bulletins for the U. S. Army Cold Regions Research and Engineering Laboratory (CRREL); 3) a format for the compilation of continuing comprehensive bibliographies, with abstracts (using the Air Force Scientific Research Bibliography as the design prototype); and 4) the National Referral Center's directories of information resources, utilizing the Linotron high-speed photocomposer of the Government Printing Office.

The two other applications are a division personnel management reporting system and the IRIS system (Information Resources Information System) used to support NRC's information-resource register and directory activities. A modified version of the IRIS system, designed to maintain a file of data on requests processed by NRC and to permit the compilation of statistical studies of referral request activities, is under development.

Early in July 1969, work began on a project for the Hispanic Foundation to establish a data base for the National Directory of Latin Americanists. Programs were developed to scan and convert data entered on Magnetic Tape Selectric Typewriter (MTST) cassettes in unstructured format into MARC format records. A data base was established and correction procedures were begun in January 1970. This system provides a method of maintaining and updating the machine-readable tape so new editions can be produced from tape in a format compatible with the GPO Linotron requirements.

The U. S. National Libraries Task Force on Automation And Other Cooperative Services

The Task Force of NAL, NLM, and LC representatives has maintained close review over the ARL-administered National Serials Pilot Project, including the evaluation of procedures for inputting data from the Canadian Union List of Serials and for obtaining a variety of printouts in the MARC serial format. Work sessions with the Project Director and members of his staff have concentrated on such matters as editing requirements, verification of the correctness of the tags, need for control numbers until assignment of the Standard Serial Number (with provision for the insertion of the SSN later), and capability for including subsequently acquired data. The system is intended to have the capability of producing a consolidated listing of the live scientific and technical serial titles held by the three national libraries, including bibliographic and management data. It is designed to provide a machine-readable data base of information about current scientific and technical serials that can be of immediate use to the scientific and library communities as well as serve as a test case for continuing investigations into solutions to the complex problems involved in establishing automated controls over serial literature. A proposal for funds to carry out the next phase of the Pilot Project is now being considered.

The policies governing the cataloging of serials in the national libraries have been reviewed by the Task Force and the advantages of adopting a policy of successive entries considered, particularly in connection with the Task Force's work on the Standard Serial Numbering System. The action of the Z-39 committee on the SSN, followed by endorsements by other groups (see above), has added an important element to the national libraries' serials automation program. Because the SSN is vital to serials control throughout the research library world, the Chairman of the Task Force has had frequent consultations with various segments of the library and publishing communities about its possible implementation.

In May 1970, the National Libraries Task Force met with representatives of the British National Libraries ADP Study, which is supported by a grant of £100,000. The British study is aimed at determining the feasibility of applying automatic data processing to the operations and services of national libraries, exploring four principal areas--interlibrary loan, cataloging, acquisitions, and library management. The studies will develop the rationale of how to automate and the need for regional and national automation centers and their impact. The conference revealed the similarity of goals, techniques, and problems between the national libraries' efforts in the two countries. The directors of both programs will see that activities are coordinated in every appropriate way and that both benefit from full information exchange.

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Preservation Program

The new research program relating to paper preservation, as well as the preservation of manuscript and other library materials, has been postponed pending the appointment of a scientific director. It is hoped that a suitable candidate will be identified and an appointment made within the next few months.

The map-restoration shop in the Pickett Street Annex, the new home of the Geography and Map Division, was established in March. New equipment is now being installed and planning is underway for experiments in the mass deacidification of maps. If this work is successful, the Library will be able for the first time to provide appropriate preservation treatment for the vast number of maps which are acquired each year.

A cooperative project between the Motion Picture Section of the Reference Department and the Office of the Assistant Director for Preservation of the Administrative Department is the new dry-film processing laboratory for the conversion of nitrate film to triacetate film, which should begin operation about the first of July. This facility, to be fully operational in the fall, will allow the Library to speed up the conversion of thousands of nitrate films and to maintain quality at the highest level.

Some months ago at the request of the Library Technology Project of the American Library Association, the Binding Office awarded an experimental contract to test the usefulness of the "Provisional Performance Standards for Binding Used in Libraries." Results to date have not been very promising but additional trials are planned to determine whether the provisional standards can be utilized to produce binding of greater permanence and durability.

Under the direction of Peter Waters, the Library's preservation and restoration consultant, LC will soon begin a series of comprehensive surveys to determine the condition of the Library's collections and to establish guidelines for the systematic treatment necessary to restore and preserve these materials. This long-term project will probably require several years to complete but is an essential first step in bringing the preservation of the collections under effective control.

The LC restoration shops moved to new and larger quarters in the Annex Building during March, and planning for the modernization of equipment and facilities which will enable the staff to utilize a number of more advanced and complex techniques is underway. This planning also is being carried out under the direction of Mr. Waters.

Photoduplication Service

The Photoduplication Service continues to microfilm current files of more than 1,000 newspapers, periodicals, and government publications for preservation purposes, as well as to make these titles more accessible to libraries and scholars throughout the world. Significant noncurrent files have also been microfilmed and their availability has been announced in a series of circular letters sent to ARL and other selected libraries. Among the important files recently completed were nine Russian legal and economic journals on 56 reels; Press Summaries of the U. S. Consulate in Hong Kong, 1950 to date; The People's Tribune (Shanghai), March 1931-June 1942; the Spanish newspaper La Epoca (Madrid), July 1, 1909-July 10, 1936; the Hearings of the Senate Foreign Relations Committee and the House Foreign Affairs Committee for the 84th through the 89th Congresses (1955-66); and, volumes 1-50 of the Official Gazette of the Uganda Protectorate, 1908-57. Phase I-X of the House and Senate Bills Project have been completed, representing the 1st through the 62nd Congress. Filming of Phase XI, for the 63rd through the 66th Congress (1913-21), has commenced.

Beginning with the issues of January 1, 1970, 31 selected Indonesian newspapers are being filmed by the PL-480 office in New Delhi, together with more than 140 newspapers, gazettes, and periodicals published in India, Pakistan, Ceylon, and Nepal.

The staff of the Photoduplication Service continues to be active in the formulation of photographic technical standards. The Chief of the Service is the LC representative on ANSI Committee PH5, Photographic Reproduction of Documents, and is also a member of the PH5 delegation to ISO Technical Committee 46, Subcommittee 1, also concerned with Documentary Reproduction. TC 46, Subcommittee 1, met in Paris, March 9-13, 1970, and drafted a specification for microfiche. The Subcommittee also began to develop a specification for microfilming newspapers. The South African delegation was assigned responsibility for drafting a document on targeting of newspapers, while the United States delegation is to produce a draft document on technical requirements. The Chief of the Photoduplication Service has been assigned responsibility for developing the draft document, due in the Secretariat by July 15, 1970. A task force of experts in the United States has prepared a draft specification for approval by ANSI Committee PH5.

Activities of the Science and Technology Division

The major emphasis in the activities of the Science and Technology Division, which for the past 3 years has included the National Referral Center, continued to be the improvement of the broad range

of reference, referral, and bibliographic services to the scientific community, government agencies, and the public. Its most recent publications include Air Force Scientific Research Bibliography, Vol. VIII and Vol. VII (publication of the latter, now in press, marks the end of the series); The Antarctic Bibliography, Vol. 3, and a retrospective volume now in press, The Antarctic Bibliography 1951-61, both sponsored by the National Science Foundation; A Directory of Information Resources in the United States: General Toxicology, sponsored by the National Library of Medicine; the COSATI Directory of Federally Supported Information Analysis Centers, sponsored by COSATI Panel 6; and Fish Protein Concentrate: A Comprehensive Bibliography, sponsored by the Department of the Interior.

Because of the withdrawal of funding support by sponsoring agencies, the following bibliographic projects were discontinued during the fiscal year just ending: The Aerospace Medicine and Biology Bibliography Project, sponsored by the National Aeronautics and Space Administration from April 1954 to June 1969; the Pesticides Documentation Project, sponsored by the National Agricultural Library from May 1968 to December 1969; the Air Force Scientific Research Bibliography Project, sponsored by the Air Force Systems Command from October 1957 to December 1969; the Air Pollution Bibliography Project, sponsored intermittently by the Department of Health, Education, and Welfare from February 1956 to June 1970.

Cooperative National Film Program

The American Film Institute has continued to cooperate with LC in obtaining large deposits of nitrate films, filling gaps in the Library's collections. In addition to the films coming from private collectors around the country, large deposits have been received from Hal Roach Studios, Columbia Pictures, and United Artists Corporation. By May, more than 175 titles had been converted from nitrate to safety film. This conversion program resulted in the use of many film laboratories. The search for more satisfactory facilities led, as mentioned above, to the establishment of a processing laboratory in LC.

The 2-year agreement between the Library and the American Film Institute will expire on July 1, 1970; a new agreement is being prepared.

The Center for the Coordination of Foreign Manuscript Copying

The Center, financed by a grant from the Council on Library Resources, Inc., has been working on two major projects--the impact of the American Revolution abroad and a project to microfilm certain materials in the Austrian State Archives. The former project envisions, if funds are available, the compiling of lists of private and official

collections that show the influence of the American Revolution in western Europe and the microfilming of these collections. Initial contacts have been made with scholars in London, Paris, Cologne, and Amsterdam who might survey or direct the survey of pertinent archival sources in their respective countries. The Austrian project will be inaugurated within a few weeks. It involves the microfilming of about 200,000 pages of documents of the British, French, Russian, and Prussian files in the Austrian State Archives for the period 1848 to 1918. The Library of Congress, Boston College, the University of Minnesota, Yale University, Harvard University, the University of Virginia, Duke University, Stanford University, the Center for Research Libraries, and the Hampshire Inter-Library Center at Amherst will cooperate in this project. The estimated cost for each participant (including one copy for the Austrian State Archives) is $2,600.

Two issues of News from the Center appeared during this period. The Fall 1969 issue, no. 6, was devoted to France, and the Spring 1970 issue, no. 7, is on Latin America.

Presidential Papers Program

The microfilm edition of the Theodore Roosevelt Papers is scheduled for release in July 1970 and that of the William Howard Taft Papers will be available soon after that. By the end of calendar year 1971, film and indexes of the remaining three Presidential collections in the series--Wilson, Garfield, and Jefferson--should be available.

Service to the Blind and Physically Handicapped

In January 1970, the Division for the Blind and Physically Handicapped had 171,000 readers registered for talking and braille book service. These handicapped individuals are served through the Division in Washington and through 46 regional libraries in 42 States. Another 27,000 readers are served by 3,000 deposit collections in nursing homes, schools, and public libraries. During fiscal 1970, the Division selected 700 new talking book titles and 275 new braille book titles, offered 20 talking book magazines and 16 braille magazines, and acquired more than 200 cassette tape books, many combining a print book in the same package for physically handicapped children. A new model of the talking book phonograph has been ordered and bids have been received for additional cassette machines. Flexible discs and projected books are also being tested by the Division's research staff. During May 1970, the 46 regional librarians, several Title IV LSCA consultants, and representatives from the staffs of the Division for the Blind and Physically Handicapped and the American Foundation for the Blind met in New York for workshops on innovations in library services to the handicapped.

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Federal Library Committee

Frank Kurt Cylke has replaced Paul Howard, who retired in February, as Executive Secretary of the Federal Library Committee. A review has been made of past, ongoing, and proposed FLC activities. This resulted, first, in the creation of an Executive Advisory Committee. Under the chairmanship of John Sherrod (NAL), this committee is charged with responsibility for developing policy recommendations in all areas of program planning and for the acquisition and allocation of fiscal resources. It will offer policy guidance and counsel to the Chairman and Executive Secretary of the Federal Library Committee. Second, a Federal Libraries Census Work Group was also created to assist in the clarification of library problems concerning the 1970 census output--publications, data tapes, microforms, etc. It is anticipated that the group's activity will vary from providing answers to specific questions to the preparation of articles on developments and other questions of interest to the Government and the research library community. Dorothy W. Kaufman, Librarian of the Bureau of the Census, is chairman. Third, the American Library Association, the Association of Research Libraries, and the Special Libraries Association were invited to send representatives to FLC meetings regularly as Guest Observers.

Three research projects sponsored by FLC and pertinent to ARL interests were funded and preliminary work initiated. The System Development Corporation was awarded a contract in the amount of $119,300 by the U. S. Office of Education to "Conduct an Analysis of Automated Federal Library Programs to the Purpose of Establishing Feasibility Criteria and as a Basis for Development of a Generalized Automated System Design." The goal of the SDC study is to provide the framework for the rational exploitation of automation in individual Federal libraries and, where possible, for the development of generalized and coordinated automated library systems. Two major products will result from this work. The first is a handbook for Federal library administrators and systems analysts who have immediate, practical needs for guidelines and decision aids for analyzing, planning, implementing, managing, and evaluating automated library systems. The second major product will be a comprehensive report summarizing the study results as they relate to planning and developing generalized compatible automated systems for Federal libraries. It will be based on the results of both a broad survey and a selective in-depth analysis and will be supplemented by an examination of developments outside Federal libraries.

The Indiana University Research Center for Library and Information Science was awarded two contracts. The U. S. Army, Office of the Chief of Engineers, TISA Project, committed $83,843 to the preparation of a state-of-the-art study to identify all current Federal library research and to evaluate it as to its objectives. The U. S. Office of Education contracted with Indiana University to develop a research design for a comprehensive study of the use, bibliographical control, and distribution of Federal, State, and local government publications.

In an attempt to improve communication and cooperation among Federal agencies and research libraries, the Federal Library Committee cosponsored with the Committee on Scientific and Technical Information (COSATI) a Federal Information Resources Conference on March 26-27, 1970. The meeting, attended by both Federal and non-Federal research library representatives, identified, clarified, and emphasized specific issues which require attention in order to improve the flow of technical information. It is anticipated that additional working meetings will be scheduled. Conference proceedings will be issued no later than September 1970.

Other Copyright Activities

International Copyright

Serious problems have arisen in the field of international copyright with respect to the use in developing countries of the copyrighted works of developed countries, particularly for purposes of education. The solution written into the 1967 Stockholm revision of the Berne Convention proved to be unacceptable to the developed countries. Starting last year, a continuing series of international meetings have been working toward a solution agreeable to all, which is to be effected by revisions of both the Berne Convention and the Universal Copyright Convention to which the United States belongs. The present schedule calls for completion of the revision proposals for both conventions in time for their adoption at diplomatic conferences in 1971.

Centennial of Copyright in the Library of Congress

July 8, 1970, will mark the 100th anniversary of the transfer to the Library of Congress of the administration of the copyright deposit and registration system. During the preceding 90 years (1789-1870) the system was administered under various acts by the clerks of the Federal district courts, the State Department, and the Department of the Interior. Provisions for the delivery of deposit copies to the Library of Congress were in effect intermittently between 1846 and 1870. The centennial of LC's administration of the copyright system is being commemorated by a special exhibit of historic copyright materials beginning on July 8 and a reception in the Library on that date. During the 100 years of the Library's administration, about 13 million works have been registered for copyright.

LC's American Revolution Bicentennial Program

LC has developed its Bicentennial program around James Madison's advice to rely upon "Liberty and Learning" as essential links in "the cause of free Government." Guided by Madison's charge, the Library will publish materials and present a variety of programs aimed at appealing to all levels of learning. Research libraries will be especially interested in LC's plans to publish a four-volume supplement

to Edmund C. Burnett's Letters of Members of the Continental Congress, and to reissue, in cooperation with the Princeton University Press, a revised and enlarged edition of The Declaration of Independence: The Evolution of the Text, with historical notes by Julian P. Boyd.

A guide to the Library's extensive contemporary source materials (1763-89) is now being compiled. The preparation by each State of a similar guide, concentrating on manuscripts of the Revolutionary period, was recommended by the Library's Bicentennial Advisory Committee, has subsequently been endorsed by every major historical association, and is being recommended by the American Revolution Bicentennial Commission as a national objective of the Bicentennial observance. A selected bibliography of periodical literature relating to the Revolution is now in press, and a comprehensive bibliography on Revolutionary America is being prepared in LC. Facsimiles of manuscripts and other materials and edited texts of pamphlets and diaries are also planned.

Visitors to the Library will view, in a Great Hall exhibit opening in 1974, manuscripts, broadsides, pamphlets, and cartoons throwing light on the origins, philosophy, and progress of the Revolution. An illustrated brochure based on this exhibit will be published. A portable six-panel exhibit has been designed as a teaching aid for secondary schools to encourage classroom discussion of both the British and the American sides of the Revolution. It could also serve as a loan exhibit for small libraries. Among other events will be concerts of 18th-century music and a series of five symposia, scheduled for presentation between 1972 and 1976. Designed to stimulate scholarly discussion of various facets of the Revolution, the symposia papers presented will be published.

Other Library Publications

Three LC publications received awards on May 13, 1970, in the seventh annual Government Publications Contest, sponsored by the Federal Editors Association. First place in the category for popular publications of 50 pages or more printed in one color, was taken by Alabama, the catalog for the exhibition commemorating the State's sesquicentennial, third place by Children and Poetry. The October 1969 issue of the Quarterly Journal of the Library of Congress won first place in the category for popular magazines printed in one color, the fourth time in 5 years that the Journal has received an award from FEA for general appearance and editorial excellence. In 1968 it was adjudged "Best of Show."

The new edition of Library of Congress Publications in Print was released in June. Three other titles appeared this month and, along with other LC publications, are on exhibit in the LC booth at the Detroit Conference: the Annual Report of the Librarian of Congress for the fiscal year ending June 30, 1969; The Negro in the United States, a selective list of materials pertinent to black studies, compiled by Dorothy B. Porter; and

American Doctoral Dissertations on the Arab World, compiled by George Dimitri Selim.

Poetry at the Library of Congress is highlighted in the April issue of the Quarterly Journal. In addition to a lecture by William Jay Smith, entitled "The Making of Poems," and one by Australian poet A. D. Hope, entitled "The Frontiers of Literature," it contains articles by Katherine Garrison Chapin on Saint-John Perse, by John C. Broderick on the Charles Feinberg Collection of Walt Whitman materials, a poem written especially for this issue by Archibald MacLeish, and an anthology of poems by the Library's Consultants in Poetry. The Superintendent of Documents has printed 10,000 copies (priced at $1 each) of this issue, which should be of wide interest and permanent value.

Another special issue of the Quarterly Journal, planned in relation to the 10th anniversary of the African Section of the General Reference and Bibliography Division of the Reference Department and featuring Africana in the LC collections, will appear in July.

A full-color reproduction, suitable for framing, of Paul Revere's famous engraving of the Boston Massacre, with an accompanying historical note, is the first in the series of facsimiles issued by the Library for the Bicentennial of the American Revolution. Produced from the Verner W. Clapp Publication Fund, the facsimile is sold through the Library of Congress Information Office for $1.50. Booksellers and purchasers of 100 or more copies are allowed a 25 percent discount.

L. QUINCY MUMFORD
LIBRARIAN OF CONGRESS

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